



Full Day Youth Program Counselor (9 Weeks)

40 Hours/Weekly

\$10-\$12 an Hour Depending on Experience

Hours of Operation: Monday-Friday from 7:30 am to 5:30 pm

Job Description

Title: Full Day Youth Program Counselor

Qualifications:

Possess a high school diploma (some college preferred), valid VA driver's license, capable of passing a criminal background check and drug test, CPR certified, and previous experience working with elementary school aged youth.

Duties and Responsibilities:

Full Day Youth Program Counselor will report directly to the Site Manager and assist in the supervision of elementary students during our 9 Week Full Day Youth Program located in the West End and/or East End of Henrico County.

1. Ability to follow instructions, multi-task and work with other community partners
2. Ability to supervise a classroom of 10 to 12 elementary school students during a virtual learning school day
3. Assist in creating, organizing and instructing a recreation program for youth, including homework assistance, arts and crafts, athletic activities, and special interest activities
4. Work under the supervision of the Program Site Manager
5. May supervise volunteers and/or other staff members in absence of supervisor
6. Must be able to take charge and direct children in case of an emergency
7. This position is eligible for full time employment during our 8 Week Summer Camp and permanent part time employment in our After-School Program
8. This is a 9-week temporary position at this time, with the potential to be extended and qualifies for no benefits

Cover Letter and Resume must be mailed/postmarked and or emailed by Wednesday, August 19, 2020 to:

**Henrico Police Athletic League, Inc.
8655 Staples Mill Rd
Henrico, VA 23228
Attn: Full Day Youth Program Counselor
info@henricopal.org**

The Henrico Police Athletic League is a Nonprofit Equal Opportunity Employer