



Anderson Mill Parks & Recreation

After School Counselor

(Salary Range \$10.00 – \$11.00hr)

Seasonal Part-time

Description

Under direct supervision of the After School Coordinator, performs the task of assisting in the facilitation of an elementary school-aged after school program. This seasonal position spans the RRISD school year calendar and is based on a 20+ hour work week (Mon-Fri 2:30pm-6:30pm), with occasional all-day-outs (7:30am-6:30pm) and early release dates (12:30pm-6:30pm).

EXAMPLES OF DUTIES

- Assist the After School Coordinator in managing the after school program.
- Assist with the fabrication of after school programming and educational curriculum.
- Drive a van or small bus to pick up the enrolled children from nearby schools.
- Participate in community events as needed.
- The ability to speak English clearly and understandably.
- Read and follow diagrams and instructions written in English.
- Greet and answer questions from the public about all Parks, Recreation & Limited District components.
- Perform related duties as required.
- Must be able to swim and supervise children in an aquatic environment.

EMPLOYMENT STANDARDS:

Counselors must be able to work at times under minimal supervision in a fast-paced and highly energetic environment. After School takes place indoors and outdoors. The After School Counselor position is a very active position and not administrative. Candidates must be able to lift up to 30lbs and repeatedly, bend, stoop and engage children in activities as well as spend time being spontaneous and having fun.

TRAINING & EXPERIENCE: Any combination of education, training and experience, which likely provides the required knowledge, skills and abilities required of the position. Prefer 2+ years of a college education in Child Care Education or Recreation Programming. Will substitute experience for education. Must be certified in American Red Cross CPR/AED, Basic First Aid and Basic Water Safety by the start of program (training provided by AMLD). Must have a current driver's license.

EQUAL OPPORTUNITY EMPLOYER:

Employment is contingent upon the successful passing of a Nation-wide and all county criminal background and sex offender screening. AMLD is a "Drug Free" workplace. Employment candidates must submit to and pass a drug screening test prior to any offer of employment. Anderson Mill Limited District is committed to a comprehensive affirmative action employment program and actively seeks applications from both sexes, ethnic minorities, and individuals with disabilities, US Veterans and qualified persons of all ages.

APPLICATION INSTRUCTIONS:

Applications are available at www.amld.org or at the Anderson Mill Community Center/Administrative Office. Mail applications (and resume if available) to Anderson Mill Limited District, 11500 El Salido Pkwy, Austin, TX, 78750 or fax to (512) 258-5848. For questions contact Carol Martin (512) 258-4104 ext. 303 or martin@amld.org