BOYS & GIRLS CLUB
OF REDDING-EASTON

Job Description: Youth Development Counselor (Middle School After-School Program)

Position Title: Youth Development Counselor
Department: After-School Program
Reports To: Program Coordinator or Site Director
Location: John Read Middle School/ BGCRE Clubhouse
Status: Part Time
Salary: $18/ hour

Position Overview:

The Youth Development Counselor will play an essential role in supporting the social, emotional, and academic development of middle school students in the after-school program. This role involves working closely with students to create a safe, engaging, and structured environment where they can develop leadership skills, build positive relationships, and complete their homework. The counselor will also collaborate with other staff members to provide enrichment activities, guidance, and mentorship to foster positive outcomes for students.

Key Responsibilities:

- **Supervise and Support Students:** Provide guidance and supervision to middle school students during after-school hours, ensuring a safe and welcoming environment.
- **Academic Support:** Assist students with homework and academic enrichment activities, offering tutoring and support as needed to ensure student success.
- **Facilitate Enrichment Activities:** Lead and facilitate after-school enrichment activities, such as sports, arts, STEM projects, and team-building exercises, to enhance student engagement and skill development.
- **Behavioral and Social Guidance:** Use positive reinforcement techniques to promote appropriate behavior, conflict resolution, and social skills. Assist students in building self-confidence, problem-solving skills, and resilience.
- **Mentorship:** Serve as a positive role model, fostering relationships with students that encourage personal growth, emotional well-being, and academic achievement.
- **Communication:** Maintain open lines of communication with parents, teachers, and school staff regarding student progress, behavioral issues, and any concerns.
- **Program Coordination:** Collaborate with other staff and school personnel to plan and implement a comprehensive after-school program that aligns with educational goals and student needs.

- **Documentation and Reporting:** Keep accurate records of student participation, behavioral incidents, and other relevant data, and report to program coordinators and school administration as required.
- **Emergency Preparedness:** Respond to emergencies according to the program's safety protocols. Ensure students' physical and emotional well-being at all times.
- **Professional Development:** Participate in training sessions, workshops, and team meetings to stay informed on best practices in youth development and after-school programming.

Qualifications:

- Experience working with middle school-aged children in a group setting (after-school program, tutoring, camps, etc.).
- Strong communication and interpersonal skills, with the ability to engage and connect with students, parents, and colleagues.
- Ability to create a positive, structured, and supportive environment that fosters learning and personal growth.
- Knowledge of youth development principles and positive behavior management techniques.
- Ability to handle conflict and address behavioral challenges in a calm and effective manner.
- Ability to work independently and as part of a team.
- Must pass background checks and adhere to child safety guidelines.

Physical Requirements:

- Ability to stand, sit, and engage in activities for extended periods.
- Must be able to lift up to 20 pounds occasionally.
- Must be able to move between classrooms, gymnasiums, and outdoor spaces.

Working Hours:

This position typically requires approx 10 hours per week, with work scheduled during after-school hours (e.g., 3:00 PM to 6:00 PM), Tuesday, Thursday and Friday. There may be occasional evening or weekend hours for special events or training sessions.

To Apply:

Please submit your resume and a cover letter detailing your experience and qualifications for this position to Autumn Tooker, Program Director, at Programs@bgcre.org.