

# Town of Old Orchard Beach Recreation Department

Class Title: Gull Care (After School) Counselor

FLSA: Non-Exempt

Pay Range: \$14.75-\$20.00 *\*Pay rate is decided by education, certifications, and licenses\**

Hours: Mon-Fri 2:00pm-6:00pm

Application Deadline: August 26 2024 or until filled

## Job Description:

The Gull Care Counselor is responsible for providing a safe, enjoyable after school experience for all children ranging in ages from K – 8<sup>th</sup>.

This work requires taking direction, the ability to take charge, engaging children in activities, and good judgement skills. The person in this position will be required to participate and supervise the safety and well-being of all children during activities.



## Essential Responsibilities:

- This position is under the direct supervision of the Recreation Admin.
- Ensure all environments, in which he/she supervises children, are safe, clean, and age appropriate.
- Promote child participation in all activities.
- Encourage respect for personal property, equipment, and facilities.
- Be accountable for all children in the OOB Recreation Department after school program.
- Report any accidents, injuries, or incidences to the Assistant Recreation Director immediately and complete an accident / incident report within 24 hours.
- Follow the Emergency Action Plan as needed.
- Adhere to duties and responsibilities assigned to you by the Recreation Admin.
- Be familiar with, and in compliance with, all information in the Staff Handbook.
- Greet parents and children with a SMILE and POSITIVE ATTITUDE daily!
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

## Requirements:

- Must be 17 years or older.
- Be able to acquire a work permit if needed.
- Attend all staff meetings and training sessions, as well as complete all required

online trainings.

- Ability to work as a member of a team and the ability to communicate effectively.
- Must be dependable, considerate, flexible, great work ethic, have a sense of humor, and the ability to keep calm in all situations.

### **Physical Demands:**

- Must have the physical ability to lead and participate in activities which requires a full range of body motion, including standing, bending, and sitting, kneeling, lifting, reaching, and moving about quickly.
- Must be able to lift or move up to 25 pounds.

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

The Town of Old Orchard Beach is an equal employment opportunity employer.

#### **Submit Resume and Application to:**

Town of Old Orchard Beach  
Attn HR Office  
1 Portland Ave  
Old Orchard Beach ME 04064  
Email: [fbeaulieu@oobmaine.com](mailto:fbeaulieu@oobmaine.com)  
Fax: 207-934-0755

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_