



TOWN OF BARRINGTON

NEW HAMPSHIRE

Recreation Department

Before/After School Counselor Job Description

Job Summary:

The After School Program staff must enjoy working with elementary school aged children. They are responsible for planning activities, ensuring the safety of all children in the program, serving after school snack, interacting with children and their families, working independently as well as with a team, and creating an enriching, fun, and safe environment. The candidate must have a positive attitude and serve as a role model to the participants in the program. This position is ideal for someone who is looking to work a few hours a day either in the morning, the afternoon or both. This person should be creative, child oriented, responsible, and dedicated to the position.

Position details:

- Program Hours:
 - KAP/MAP (grades K-4th): Monday – Friday | 6:45-8:30am and 2:30 – 6:00pm

*** Please note that you do not need to be available for both the AM and PM programs to apply.*

*You can apply to work within the AM, or the PM section based on personal availability. ***

Supervision Received

Site Supervisor

Supervision Exercised

Program participants

Examples of Duties and Responsibilities

- Planning activities
- Ensuring the safety of all children in the program
- Follow department and program policies and procedures
- Assist in the setup, break down and cleaning of daily program
- Serving after school snack
- Interacting with children and their families
- Working independently as well as with a team
- Creating an enriching, fun, and safe environment
- Being a positive role model to participants
- Adhering to safety guidelines
- Cleaning and sanitizing program supplies and equipment



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The Job Description lists typical examples of work and is not intended to include every job duty or task and responsibility specific to a position. An employee may be required to perform other duties not listed provided such duties are characteristic of the position.

Knowledge, Skills, and Abilities

- High-school diploma or GED equivalent is preferred
- A background in education and/or college course in recreation, education (either completed or in progress) are preferred but not required
- Childcare work experience is preferred but not required
- Other training may be required after employment begins

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

Working Conditions and Physical Demands

Physical and Mental Requirements: Minimal physical effort generally required in performing administrative, finance duties. Position requires the ability to operate a keyboard and standard office equipment. Occasionally required to lift office equipment weighing 30 pounds. The employee is frequently required to use hands for gross motor, fine motor and dexterity to grasp or utilize office equipment and to reach with hands and arms. The employee is frequently required to sit, talk, and hear. Specific vision requirements include close vision, distance vision, and to adjust focus. Below is a more detailed account with the understanding the Town will make reasonable accommodations as outlined in the Americans with Disabilities act.



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Primary Physical Requirements	Other Physical Considerations
Lift up to 10 lbs.: Frequently required.	Twisting: Frequently required.
Lift up to 25 lbs.: Frequently required.	Bending: Frequently required.
Lift 26 to 50 lbs.: Occasionally required.	Crawling: Occasionally required.
Lift over 50 lbs.: Not required.	Squatting: Occasionally required.
Carry up to 10 lbs.: Frequently required.	Kneeling: Occasionally required
Carry 11 to 25 lbs.: Occasionally required.	Crouching: Occasionally required.
Carry 26 to 50 lbs.: Occasionally required.	Climbing: Occasionally required.
Carry over 50 lbs.: Not required	Balancing: Frequently required.
Reach above shoulder height: Occasionally required.	Work Surface(s)
Reach at shoulder height: Required.	Gymnasium floor, outdoors ground, standard office desk and chair. Carpeted and tile floors.
Reach below shoulder height: Required.	
Push/Pull: Frequently required	
Hand Manipulation	
Grasping: Frequently required.	During an 8 Hour Day Employee is Required to:
Handling: Frequently required.	Consecutive Hours Total Hours
Torquing: Occasionally required	Sit: approximately 2 Up to 8
Fingering: Frequently required.	Stand: less than 1 Less than 8
Controls and Equipment: Computer, telephone, copy and fax machines, scanner, calculator, shredder.	Walk: less than 1 Less than 2