



Star Support Foundation

Position Title:	Counselor
Reports to	Site Director
Department:	Art and Wellness Enrichment Program
Position Type:	Part time, Year-round
Pay Scale:	\$13.00/ hour
To apply contact	Send resume and cover letter to Trell Reid at sastars100@gmail.com

Star Support Foundation is a (501 C3) non-profit organization. The mission of the Star Support Foundation is to enrich the lives of youth by assisting them to build the skills necessary to turn their passions into career paths. Star Support Foundation's unique approach to youth development also encourages young people to become stronger readers, writers, and mathematically proficient students. We make connections between children, their families, and their futures. The Art and Wellness Enrichment Programs infuses healthy cooking courses, fitness, film & stage production, chorus, and dance to engage students in reading instruction, social emotional learning and homework help. The Art and Wellness Enrichment Programs is a partnership between Star Support and FLIPANY.

Position Summary:

Reporting to the Site Director, the Counselor is responsible for creating a safe, fun, and high quality out- of school year-round experience for the children enrolled in the enrichment program. Counselors work with children ages 5-12 years of age who attend after-school and summer programs at North Hialeah Baptist Church.

The Counselor responsibilities include, but are not limited to:

- Develop and lead varied, multi-subject activities for youth that are enriching and age-appropriate. (e.g. arts education, literacy, nutrition education, tutoring, physical education, etc.)
- Help maintain regular communication with parents through daily contacts and conversation.
- With the Site Director, host three parent nights per school year and 2 parent nights per summer.
- Assist participants with homework and teach skills that will aid them in the completion of school work.
- Complete required paperwork such as attendance records, prepare lesson plans, meal records, etc.
- Provide supervisory care for a group of 12-15 youth during group activities.
- Attend professional development trainings and agency meetings that occur during non-program hours, as required.
- Ensure safety of all participants during structured and unstructured time.
- Assist with preparation of snacks and other program functions.(e.g. clean-up, meal time, transitions, record keeping).
- Provide positive role-modeling, reinforcement and behavior modification when necessary.
- Remain controlled in difficult situations.
- Guide children to develop appropriate social skills with peers and adults.

- Participate in ongoing program quality improvement efforts, including classroom observations, debriefs of observations, action planning, and participation in a peer learning community.
- Maintain a neat classroom environment, including daily cleaning of classroom (sweeping, vacuuming, mopping of spills, etc.). Help to build in children's regular participation in the clean-up and maintenance of the classroom into the program structure.

Key Attributes of a Strong Candidate:

- Ability motivate youth towards positive engagement
- Belief that the best learning happens through experiences that are both rich and structured
- Desire to continually reflect and grow as an educator through professional development, peer feedback, and observation;
- Belief in a school community where students, families, teachers and school leaders demonstrate accountability, flexibility, humor, effort, responsibility, respect and hope.
- Ability to accept feedback, remain positive, and make changes accordingly
- Ability and willingness to work occasional evenings and weekends
- Demonstrate excellent verbal and written communication skills
- Commitment to accuracy and excellence
- Creativity in problem resolution and an open-mind to new ideas
- Have knowledge of and existing ties to a broad and diverse range of community resources
- Ability to be flexible, work under tight deadlines, and work under pressure
- Available to work from 1:30pm-6:00 pm, Monday - Friday

Qualifications:

- Associate's Degree (or candidate for a BA/BS) preferred.
- 2 years of demonstrated involvement and commitment to the youth
- DCF credentials a plus.
- An understanding of what high quality out-of-school programming looks like and a belief in its ability to positively impact children.
- Experience with and passion for working with children in a school or out-of-school setting.
- Excellent organizational, managerial and communication skills
- Knowledge of Microsoft Office Products: Word, Excel, Outlook, PowerPoint, etc.
- Proven track record of the above "key attributes"

FLIPANY's mission is to empower youth and adults through nutrition and physical activity programs while influencing policy changes for healthier communities.

FLIPANY is a Drug Free Workplace and Equal Opportunity Employer