



Job Title: Classroom Counselor  
Job Type: Part-Time, Non-Exempt  
Reports To: Program Director

Schedule: 20-39 hrs/wk depending on program  
Pay Range: Minimum wage - \$10/hr  
Revision Date: March 2021

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### **POSITION SUMMARY**

The Classroom Counselor is responsible for implementing the Girls Place curriculum. A counselor takes all opportunities to nurture positive experiences for the girls and work closely with other program and administrative staff to make this possible.

### **PROGRAM IMPLEMENTATION**

- Maintain structure and organization while implementing program activities and curriculum
- Follow daily program schedule and adapt as needed
- Prepare for lesson plans and activities by getting supplies ahead of time and putting them away in the proper place at the end of the day
- Facilitate group presentations (virtual and in-person) by maintaining structure and keeping girls engaged
- Clean classroom in accordance with Girls Place procedures
- Complete documentation on program outcomes as required for grants

### **RESPONSIBILITIES WHEN INTERACTING WITH CHILDREN AND PARENTS**

- Model House Rules and promote a positive environment for girls
- Ensure a safe, nurturing environment for all girls
- Manage group behavior with a trauma-informed lens and resolve conflict using restorative justice techniques
- Communicate professionally and frequently with parents regarding children

### **GENERAL JOB FUNCTIONS**

- Communicate regularly with other staff including counselors, and supervisor(s), and administrative team
- Attend weekly team meetings
- Other duties as assigned

### **MINIMUM REQUIREMENTS**

- High School diploma or equivalent experience
- Level II FDLE Department of Children and Families Background Screening

### **PREFERRED QUALIFICATIONS**

- Experience working with children
- Child Development Certification or youth-related college-level courses
- DCF and Office of Early Learning School Age Children Training Requirements
- CPR & First Aid Certification, or willingness to obtain
- Ability to understand and apply applicable rules, regulations, policies, and procedures
- Ability to make independent decisions within set parameters

### **PHYSICAL CHARACTERISTICS**

- Ability to sit and stand for short and/or long periods of time
- Ability to safely respond to emergency situations
- Visual and auditory ability to identify and respond to environmental and other hazards
- Ability to push, pull, lift, and carry up to 35 pounds

**OTHER CHARACTERISTICS**

- The employee is required to wear a uniform furnished by Girls Place in compliance with the staff manual
- Flexibility to adjust schedule may be required depending on the demands of the position and/or organizational needs
- Ability to use a computer and other technology to implement program curriculum, complete reports, and assist participants with homework assignments

**PROFESSIONAL EXPECTATIONS**

*The employee will present a competent and positive image of Girls Place through the professional and safe coordination of all transportation expectations. In addition, all staff are expected to meet the professional expectations as listed below:*

- Work effectively with people of different backgrounds, abilities, opinions, and perceptions
- Demonstrate a strong commitment to protecting confidential information as described in the staff manual and confidentiality agreement
- Demonstrate a desire and willingness to learn in a team-oriented environment
- Demonstrate a strong work ethic by being dependable, productive, and displaying a high level of professionalism