



Position title: After School Counselor

Reports to: Director of Camp and After School Programming

Position type: Part-time – Mondays-Fridays from 3:00-6:00 PM. Flexible scheduling available. Additional hours may be added for child pick-up or no school days on a case-by-case basis.

Salary: \$18/hour

About the Edlavitch DCJCC: Guided by Jewish values and heritage, the EDCJCC engages individuals and families through its cultural, recreational, educational, and social justice programs by welcoming people of all backgrounds to connect, learn, serve, and be entertained together in ways that reflect the unique role of the Center in the nation’s capital. The EDCJCC is an equal opportunity employer.

The EDCJCC is seeking a dedicated and enthusiastic After School Counselor to join our team. This position is ideal for individuals who are passionate about working with children and fostering a positive, educational, and fun environment. The After School Counselor will be responsible for supervising and engaging students in various activities, ensuring their safety, and promoting a supportive atmosphere for learning and growth. Afterschool Staff run the EDCJCC’s daily after school program for PreK-5th graders. After School Staff help facilitate picking up students from nearby elementary school; overseeing snack and homework time; getting children to their assigned electives (swim, art, martial arts, etc.) in a timely manner; and supervising changing for swimming among other duties as assigned.

Key Responsibilities

- **Supervise Students:** Oversee and manage the safety and behavior of students during after-school hours.
- **Plan and Facilitate Activities:** Develop and lead a variety of recreational, and creative activities tailored to the interests and needs of the students.
- **Homework Assistance:** Provide guidance and support to students with their homework and other academic tasks.
- **Record Keeping:** Maintain accurate attendance records and reports as required by the program.
- **Enforce Policies:** Ensure that all program policies and procedures are followed to maintain a safe and respectful environment.
- **Team Collaboration:** Work collaboratively with other staff members to create a cohesive and effective program.

Qualifications

- **Education:** High school diploma or equivalent; some college coursework in education, child development, or a related field is preferred.
- **Experience:** Previous experience working with children in an educational or recreational setting is highly desirable.

Skills:

- Excellent communication and interpersonal skills.

- Strong organizational and time management abilities.
- Ability to create a positive and inclusive environment for all students.
- Patience, creativity, and enthusiasm for working with children.
- **Certifications:** CPR and First Aid certification is a plus.

Physical Requirements

- Ability to engage in physical activities, including standing, walking, and participating in play.
- Ability to lift and carry up to 25 pounds.

How to Apply

Interested candidates should submit their resume and a cover letter detailing their qualifications and experience to Arielle Bodner at abodner@edcjcc.org with the subject line After School Counselor Application.

The Edlavitch DCJCC is an equal opportunity employer. The Edlavitch DCJCC provides employment opportunities to all employees and applicants without regard to race, color, national origin, religion, sexual orientation, gender identity or expression, age, disability, sex (including pregnancy), personal appearance, genetic information, economic background, political affiliation, marital status, familial status, family responsibilities, matriculation, place of residence or business, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Learn more about applicant rights under Federal Employment Laws and District of Columbia Employment Laws.