

# Job Description

## CURRENT JOB OPENING FOR AFTER-SCHOOL RECREATION COUNSELOR

Posted Jan. 10, 2023

**Job Title:** Counselor at West Oakland Youth Center, after-school program

**Summary:** Recreation Counselor is responsible for supervising youth ages 6 to 14 at the West Oakland Youth Center during after school programming, weekdays from approximately 2:00-6:00pm (shifts may vary).

The West Oakland Youth Center is operated by Fam 1<sup>st</sup> Family Foundation for the City of Oakland Parks and Recreation Department. Our programs include coding, graphic design, music, unfinished learning, agriculture, architecture, and job readiness, among others.

### Apply:

Send resume and cover letter addressed to

Laron Caesar, Program Director

West Oakland Youth Center

3233 Market Street, Oakland, CA 94608

or email at: [laron@fam1stfamilyfoundation.onmicrosoft.com](mailto:laron@fam1stfamilyfoundation.onmicrosoft.com)

Click [Fam1st](#) to learn more about Fam1st Family Foundation.

### Duties and Responsibilities of Recreation Counselor:

1. Teaches according to Center methods and ideology
2. Plans, organizes, and conducts activities in skill area.
3. Offers appropriate support to students through a positive attitude.
4. Maintains student instructional binders as activities are completed.
5. Addresses any programming concerns and offers suggested changes
6. Participates in all scheduled meetings
7. Performs administrative duties as assigned.
8. Maintains facilities, materials and class use.

### Pay:

Counselors are paid \$20 per hour.

### Qualifications:

- Minimum 18 years of age
- Preferred high school graduate
- Ability to engage with youth and create positive activities
- Preferred experience working with organized children's or youth groups

### Education/ Experience:

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- High School Diploma/ GED
- One year of volunteer experience

## **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to parents and other employees of the organizations.

## **Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions in written, oral, or diagram form. Ability to deal with problems and to handle them in a proper manner according to standards set by the organization.

## **Computer Skills:**

To perform this job successfully, an individual should have knowledge of internet software.

## **Work Environment:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions.

The noise level in the work environment is occasionally loud.

## **Physical Demands:**

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Occasionally lift and/ or move up to 50 pounds.

While performing the duties of this job, the employee is regularly required to sit, walk, use hands and arms. The employee is occasionally required to climb or balance. The employee is occasionally required to sit, stoop, kneel, crouch, or crawl and talk or hear.