



**Erie Regional Housing Development Corporation-The Belle Center
Job Description**

TITLE: Youth Counselor

REPORTS TO: Advantage After-School Program Director

GENERAL FUNCTION:

Under the direction of the Advantage After-School Program Director, the Advantage After-School Program Youth Counselor supervises youth participants part-time, Monday - Friday and helps instruct the after-school program.

QUALIFICATIONS:

1. This position requires a minimum of an Associate's Degree (*Bachelors degree preferred*) in Child Development, Elementary Education, Administration or related field with demonstrated equivalent work experience and must be a minimum age of 18 years old.
2. Demonstrated experience in supervising children and implementing youth curriculum (*Spanish speaking a plus but not required*).
3. Prior to employment the incumbent must successfully complete Child Abuse Prevention Training, Finger printing, Police Background Check and Medical Clearance by a Physician, CPR/Standard First Aid/ Playground Safety training, State Child Registration Clearance and School Age Certification.
4. Must possess effective oral and written communication skills with the ability to make independent decisions that adhere to the purpose, mission and goals of The Belle Center. This position requires excellent human relations skills and the ability to work effectively with diverse groups of people.

JOB SEGMENTS:

1. Fulfills work schedule as designated in the After-school program agreement.
2. Assists in planning, organizing and leading a comprehensive art projects for the afterschool program
3. Develops and maintains positive and effective, two-way, frequent communication with the after-school children, afterschool staff & Director with the ability to correspond on a daily basis by email and phone.
4. Cooperates with other staff to develop a balanced and smooth operating schedule.
5. Assists Maintain a safe and efficient environment for art activities. Follow protocol for emergency notification of parents and/or guardians.
6. Assists Carry Out all Associations plans and policies.
7. Works cooperatively with the research and evaluation component of the Advantage Afterschool Program. Implements The Belle Center survey collection procedures ensuring the collection of critical customer feedback.
8. Serves as a member of the total staff team in the operation of The Belle Center.

9. Participates accordingly in such projects as staff training, meetings, product groups, task forces, etc.
10. Carries Out other tasks as assigned by Advantage After-School Program Director.

EFFECT ON END RESULTS:

1. A broad based and varied program for all age categories with a growing constituency.
2. The development and maintenance of a well-rounded after-school art curriculum.
3. Maintenance of safe, clean and attractive areas where Advantage After-School Program components are operated.

COMPENSATION/BENEFITS:

Competitive compensation, with benefits package. Part time *salary commensurate with experience.*

TO APPLY:

Interested individuals should email their cover letter, resume and list of three professional references to ATTN: Human Resources Department hr@thebellecenter.org or to Human Resources Department, The Belle Center, 104 Maryland Street Buffalo, NY 14201. Applications will be accepted on a rolling basis until the position is filled, qualified candidates are encouraged to apply early. No telephone calls please.

The Belle Center is an equal opportunity employer and is committed to a culturally diverse workplace.