

CITY of RUTLAND
Job Description

Department: Recreation & Parks

Job Title: Head Counselor

Focus: Rising Leaders Program

Duration: 6 weeks: June 24th - August 9th, 2024 | Monday - Friday | 9:00AM - 4:00PM

*Off July 1st-5th

Pay Rate: \$18 per hour (flexible based on experience)

Hours Per Week: 37 Hours

This position will lead and mentor middle school-aged participants over a 6-week program, fostering growth and inclusion. Coordinate and facilitate daily activities and ensure participant safety, including driving them to various locations using the Recreation and Parks Departments van. This position is of limited duration and does not include benefits.

Responsibilities:

- Leadership and Guidance:
 - Provide strong leadership and mentorship to a group of middle school-aged students.
 - Foster a positive and inclusive environment through effective communication and role modeling
 - Support personal and social development by engaging participants in meaningful activities and discussions
- Program Coordination:
 - Facilitate daily activities and follow program curriculum, ensuring a well-balanced program that meets the needs and interests of the participants
 - Collaborate with other counselors and staff to create a supportive team environment
 - Adapt program activities as needed to accommodate participant feedback and changing circumstances
- Safety Oversight:
 - Prioritize the safety and well-being of participants by enforcing program rules and guidelines
 - Monitor activities closely to prevent accidents or incidents, intervening as necessary to address any concerns
 - Maintain emergency preparedness and response protocol

Minimum Requirements:

- Over 21 with valid drivers license and clean driving record
- High School Diploma or equivalent
- Completing a background check

Preferred Qualifications:

- Experience working with middle school-aged individuals in a leadership role
- Strong communication and interpersonal skills
- Ability to effectively coordinate and manage program activities
- Demonstrated commitment to safety and risk management
- CPR and first aid certification preferred

Application Instructions: Interested candidates should submit a resume outlining their qualifications and relevant experience to emileeb@rutlandrec.com. Applications will be accepted until May 6th, 2024.