

Northwood Presbyterian Church – Position Description
Head Counselor/Staff Member in Charge (S.M.I.C) - Northwood Child Care’s
Before/After School Care and Summer Programs

Purpose: To provide Christian leadership, direction, and daily support to the children, parents, and staff involved in Northwood Child Care’s Before/After School Care and Summer Programs

Accountability: The Assistant Director/Head Counselor is responsible to the Director of Northwood Child Care’s Before/After School Care and Summer Programs

Requirements:

1. Must be 21 years of age
2. An active Staff Credential issued by the Department of Children and Family Services (DCF)
3. Must be able to pass a level 2 background check
4. A valid driver’s license and a clean driving record
5. At least 2 years’ experience working with elementary school age children
6. Must complete the required 40-hour Introductory Training within one year of hire
7. Must complete CPR/First Aid, Blood Borne Pathogen, and Fire Extinguisher training upon hire
8. Ability to cover the required hours of operation: Monday – Friday, 7:00-9:00am and 2:00-6:00pm
9. Must have a warm and friendly personality and the ability to relate well to children, staff, and parents

Responsibilities:

1. Treat all children with dignity and respect in accordance with the policies of our school’s mission statement
2. Assist the Director in hiring an effective and qualified staff (NPC reserves the right to deny employment)
3. Assist the Director conduct annual performance reviews of the staff
4. Keep required paperwork, files, training records, and the physical space in compliance with the Pinellas County License Board (pclb)
5. Establish and maintain a working relationship with the staff at Leila G. Davis Elementary School and manage student drop-off and pick-up procedures
6. Assist the Director with registration and enrollment for the Program
7. Assist with financial matters related to the Program such as:
 - Tuition and fees collection
 - Purchasing of supplies and equipment
 - Submission of bills for payment
8. Establish open and positive communication with each parent/legal guardian
9. Attend all staff meetings and training sessions and complete all annual training requirements
10. Coordinate with the Director to conduct the required fire, tornado, and emergency lock-down drills throughout the school year
11. Submit completed time sheets to the Director when required
12. Participate in school and community outreach events