

**The Salvation Army
North and South Carolina Division
Asheville, NC**

JOB TITLE: Counselor

DEPARTMENT: Boys & Girls Club
REPORTS TO: Director of Operations
LOCATION: Asheville, NC
FLSA STATUS: Part Time Non-Exempt

JOB SUMMARY:

Incumbent is responsible for overseeing the delivery of a broad range of programs within the Boys & Girls Club program. Other programs include, but are not limited to, The Boys & Girls Clubs of Buncombe County six core program areas. These core areas are Education and Career Development, Health and Life Skills, the Arts, Character and Leadership Development, Sports, Fitness, and Recreation, and Spiritual Development. The incumbent will be responsible for the supervision of all educational programs, program participants, and educationally inclined volunteers. Incumbent will also serve as a counselor for the West Asheville and/or Johnston sites as needed or as assigned by the Director of Education or Director of Operations.

PRIMARY FUNCTION:

Plans, implements, supervises and evaluates activities provided within a specific program area, such as Education, Special Education, Social Recreation, Mentors, Volunteers, Community Partners and Foundations. The incumbent is responsible for assisting the Director of Education, Director of Operations and Executive Director with the organization and implementation of educational programming. Incumbent will coordinate with Director of Education, Data Manager and Teen Director to gather report cards and other development assessments to ensure member growth and academic improvement.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development

Outcomes:

- _ promote and stimulate program participation.
- _ register new members and participate in their club orientation process.
- _ provide guidance and role modeling to members.

Program Development and Implementation

2. Effectively implement and administer programs, services and activities for drop-in members and visitors.

3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times. Prepare periodic activity reports.

4. Collection of Smart Moves Pre/Post Tests and Report Cards for all programs. Sites include:

-Johnston Elementary

- West Ashville Unit
- West Asheville Teen Center

Supervision

5. Ensure a productive work environment by participating in weekly branch staff meetings.
6. Submit a weekly programs report to the Director of Operations

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events outside of Club hours.
2. May be required to drive Club bus.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; collect data and advise/counsel.

External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED.
- Experience in working with children.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications.
- Valid State Drivers License

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The position requires both indoor and outdoor conditions including but not limited to: office, club, camp and various environments related to the club program. The position requires physical activity with recreational events, the ability to lift and move a minimum of 60 pounds, set up and clean up of program materials; and active involvement with program participants. The Salvation Army strives to have an environment that is free from the presence of use of alcohol, drugs or other controlled substances. All facilities and vehicles are smoke free. The position may include stressful situations

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Counselor

Signed by: _____
Incumbent **Date**

Approved by: _____
Executive Director **Date**

Reviewed by: _____
Corps Officer **Date**