

After School Time Counselor - Youth Staff

Reports To: Youth Programs Manager

Salary/Wage: \$17-\$18.50/hour

Schedule: 2:30 to 6:15 pm, Monday-Friday on days that PPS has school, Approx. 18.75 hours/week. Start date: August 31 to June 11

The NECC is an independent non-profit community center and treasured neighborhood anchor in NE Portland. Located in the former NE Family YMCA facility, the NECC is a thriving hub that offers recreation, aquatics, fitness, wellness, and enrichment programs and activities for all ages. Valued by staff and participants for its welcoming intergenerational environment, the NECC strives to strengthen the fabric of our community by providing opportunities to stay active, socially connected, and physically/mentally healthy.

The After School Time program aims to provide a safe and supportive environment for children to play after school – physically, socially, and emotionally. Our goal is to bring an equity lens to all parts of the program and ensure that we are adequately prepared to (and intentional about) provide inclusive care for children from low-income families, who are BIPOC, who are gender diverse or expansive, and who are neurodivergent.

To ensure that NECC programs are culturally relevant, inclusive, and representative of the youth involved, NECC encourages BIPOC (Black, Indigenous, and People of Color) applicants. We value the life experiences of BIPOC individuals, persons who are LGBTQIA2S+ (Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Intersex, Asexual, Two-Spirit), who face systemic oppression and have experienced barriers to participation.

Job Overview

The program runs from 2:45 to 6:00 pm. A typical daily schedule includes picking kids up from Laurelhurst Elementary School, doing art projects, staff-led games, sports, and managing free time. We are looking for someone comfortable facilitating a safe and fun environment.

For a description of the program, visit our website: necommunitycenter.org/after-school-time/

NECC provides Paid Time Off, Sick Pay (accrued), and a membership to the facility for all active employees.

Essential Functions:

- Provide direct care to children and play with groups of kids ages 6-11
- Feel comfortable leading a group of 12-23 children and adapting to the group's needs (ex. leading inclusive games, accommodating to changing group dynamics)
- Plan, prepare & deliver exceptional youth activities to meet NECC's mission and values, serve NECC members and the community, and teach youth skills through leadership.
- Be familiar with and ensure compliance with Safety Practices and Protocols, including COVID-19 protocols, cleaning, and sanitation, Child Protection Policy, and Safe Street practices.
- Emulate the qualities of a leader and positive role model.
- Responsible, ethical, and child-centered decision-making skills
- Willingness to learn, comfortable working with others in a team environment
- Have age-appropriate conversations with participants about their community
- Other duties as assigned

Position Requirements

- **All applicants must have 1-year previous childcare experience and be at least 16 years old**
- Willingness to participate in activities with children for extended periods of time (requires a high level of energy)
- Able to safely guide a group of children from Laurelhurst Elementary back to NECC with the help of other trained staff
- Strong organizational, de-escalation, time management, critical thinking & problem-solving skills
- Commitment to equity: Apply an equity and inclusion lens to reframe children's behavioral and/or other issues as they occur, and communicate the importance of this approach to staff, parents, and children in audience-appropriate ways.
- 100% of staff at the Northeast Community Center have received the COVID-19 vaccine. The person hired for this position will be required to be vaccinated.
- The person in this position needs to be able to: physically manage a group of children, ascend/descend two flights of stairs, and move up to 30 pounds. Unfortunately, our building is not currently ADA accessible.
- If selected, candidates will need to submit and pass a background check.
- Upon hire, onboarded employees will be required to obtain First Aid, Adult/Child/Infant CPR & AED Certification (if they do not already have one). The NECC will cover the price of enrolling in these certifications.
- Preferred, but not required:
 - Bilingual
 - Background working with neurodivergent children who experience a disability
 - Experience with art and willingness to lead art activities

Position Details

- **Pay Scale:** The entry-level pay scale will generally be applicable to applicants meeting minimum requirements. The NECC will offer a higher rate on the pay scale to reflect an applicant's additional experience with children or education/training in a relevant field.
- This is a part-time, seasonal position. Hours are 2:30 pm to 6:15 pm.
- NECC follows the Portland Public Schools calendar. The staff gets days off when there is no school or has options to work supplementary youth programming when available.
- This program only operates during the school year, but there is an opportunity to work year-round work in our summer camps & other youth programs.

To Apply

- Please apply through the link at necommunitycenter.org/get-involved

Timeline: Applications are due by August 14th at the latest. The interview process will follow, with the goal of the selected candidate starting August 31st. This timeline may shift depending on the number of applications we receive. If you have any questions about the status of your application, please reach out to jobs@necommunitycenter.org.