



Rowland Hall: AM and/or PM Extended Day Program Activity Counselor

School Overview

Rowland Hall is an independent school serving 935 students from 2PreK through twelfth grade on two campuses in Salt Lake City. Founded as an Episcopal school in 1867, Rowland Hall has been an independent institution since 1933. Rowland Hall's mission is "to inspire students to lead ethical and productive lives through a college preparatory program that promotes the pursuit of academic and personal excellence." The school offers a progressive education that includes a rigorous academic program, excellence in the arts, competitive athletic programs, and a nurturing and inclusive community. Located near the base of the stunning Wasatch mountain range and adjacent to the University of Utah, a world-class research university and medical center, Rowland Hall attracts a diverse community of families who may be third generation Utahns or recent transplants choosing Salt Lake for its recreational and cultural opportunities.

Position Description

Reports To: Auxiliary Program Director and Auxiliary Program Assistant Director

Preferred Qualifications:

- Bachelor's degree, or in the process of pursuing
- Flexible, caring, enthusiastic individual
- Strong leadership skills
- Prior work or teaching experience with children ages four through adolescence
- Ability to supervise large groups of children on a daily basis
- Organizational skills
- Excellent communication skills with children and peers
- Ability to deal with emergencies
- Some basic computer skills required

Job Summary: This position involves the direct supervision of children, maintaining a caring and consistent and enjoyable environment and communicating with all Extended Day Staff. This is a part-time position. Morning positions are available, Monday - Friday 7:00-8:45am. Afternoon positions are available, Monday - Friday 3:00pm-6:00pm.

Responsibilities:

Child Management Skills:

- Ensures a safe environment for all children-i.e. closely monitors what is going on and steps in when needed for reminders
- Involves self positively with children through games, art and general conversation while still maintaining an awareness of others in the room
- Flexible and adaptable to different ages of children
- Responds to the range of children's feelings with acceptance and understanding and relates to children as individuals (i.e. addresses child by name, shows interests in child's experiences)
- Aware of who arrives, when they leave, and with whom they leave
- Aware of student/staff ratios and relocates when necessary
- Closely supervises children during activities that are potentially dangerous-i.e. in the kitchen, on the monkey bars, etc.
- Encourages children to make choices and to become more responsible
- Gives positive attention to children when they cooperate, share, care for materials, or work on activities
- Sets appropriate limits, is firm when necessary, and does not use harsh discipline methods
- Encourages children to resolve their own conflicts, and steps in only if needed to discuss issues or work out a solution
- Assists appropriately for smoothest possible transitions-i.e. at check-in, during announcements, and coming in at the end of the day

Communication Skills:

- Warm and friendly recognition as parents arrive and depart
- Recognizes when parents are having difficulties, i.e. with computer, finding their children, etc. and assists with patience, kindness and understanding
- Communicates to other staff important information and changes in activities, scheduling, problems, etc. Works well as a member of the team
- Informs Director of any difficulties, questions, or messages from parents, students, teachers, or other administrators
- Communicates with Director regarding any unusual events, schedules, or needs in a timely manner
- Addresses difficult situations with calm, appropriate attention

Professionalism:

- Familiarizes self with school policy, students and other staff
- Familiar with and follows our number one rule of respect for others and our environment
- Arrives on time consistently
- Communicates time off in a timely, appropriate manner
- Appropriate attire
- Consistently attends weekly staff meetings

Duties:

- Prepares snack as needed
- Plans, executes, and cleans up after art/sports and games
- Cleans up thoroughly after snack times, art times, and at the end of program
- Assumes responsibility for maintaining campus grounds in regard to Extended Day program materials or sharing building space

For more information about the school, please visit rowlandhall.org

Equal Employment Opportunity *Rowland Hall is an equal opportunity employer, and as such, believes that each individual is entitled to equal opportunity without regard to sex, color, race, ancestry, religion, national origin, sexual orientation, gender identity, age, physical disability, marital status, veteran status, or any other characteristic protected under federal or state anti-discrimination laws. Rowland Hall's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline and all other terms, conditions, and privileges of employment.*