



## **Counselor - Job Description**

Lowell Youth Leadership Program's mission is to connect and engage Lowell youth by empowering them to develop vital life skills and encourage them to lead and thrive through cooperation with each other. LYLP organizational growth will be anchored in our guiding principles and will be used to strengthen our children's relationships within our community.

LYLP's immediate goal is to serve Lowell youth ages 10-16 by hosting a free three-week summer day program for participants at the Greater Lowell Technical High School from June 26th to July 21st, 2023. The program will combine life skill instruction with a variety of sports activities.

### **General Responsibilities**

To provide leadership, guidance, and safety to participants through high quality enjoyable experiences

**Responsible to** - Program Director

### **Qualifications -**

- Must be 18 years or older
- First Aid (training will be provided)
- Must be creative, energetic, and patient
- Have the ability to positively motivate the participants and other staff members
- Promote good behavior by using positive reinforcement
- Be willing to work with youth of all abilities and of diverse backgrounds
- Exemplify positive leadership characteristics
- Strong communication and interpersonal skills
- Ability to pass a background check, a physical, and proof of immunizations
- Must make a commitment to be available weekdays from June 26 - July 21 (with the exception for July 3 and 4) from 7am - 1pm daily

### **Specific Duties - Counselor**

- Responsible for overseeing a group of 10 - 12 participants ranging from 10-16 years of age.
- Implement lesson plans and group activities created by LYLP staff
- Ensure participant safety and monitor all activities
- Set up and ensure recreation equipment is secure and stored properly
- Supervise participants during meals
- Assist coaches and instructors in all participant activity including sports, swim, and classroom activities
- Monitor participants to ensure compliance with program rules and prevent accidents.

- Report and record details of incidents, such as accidents or rule violations, to program director.
- Facilitate the opening circle, wrap up period, and journal writing activity (Collect journals at the end of the day)
- Participate in counselor training including mandated reporter guidelines
- Enthusiastically greet new arrivals and introduces them to other participants; explain program and facility rules
- Any other duties determined by the LYLP Program Director