

# ST. GEORGE'S INDEPENDENT SCHOOL

## **Extended Day Counselor – Part-Time**

Memphis Campus (3749 Kimball Ave. Memphis, TN 38111)

The Extended Day program at St. George's provides a supervised program for students in a safe, structured environment. Students enrolled in the Extended Day program enjoy an enriched afternoon including academic support, extension, extracurricular opportunities, social growth activities, as well as a snack and free play time. Homework time and additional academic support is provided for students in grades one through five on a daily basis.

**Job Description:** The Extended Day Counselor reports directly to the Co-director of Extended Day. They support the co-directors in meeting the expectations of the program while supporting the students and families needs.

### **Performance Responsibilities:**

- Exert an enthusiastic, positive and supportive influence on children
- Exercise consistent and effective discipline in a positive atmosphere and seek opportunities for good relations with parents and community representatives
- Initiate, provide, and implement activities that enhance learning through art, music, stories, and other activities.
- Communicate and collaborate with the director
- Cooperate and collaborate with all school employees and administration
- Fulfill additional program-related duties as assigned by the director

### **Qualities:**

- Genuinely care about children and enjoy relating to them while working in their midst
- Show initiative in responding to needs of program mission within guidelines of provided training and orientation
- Enjoy interacting with children and encouraging them in their goals
- A positive role model for children supporting Judeo-Christian values

### **Optimal Qualifications:**

- Preferred: College student working toward degree in education
- Required: High school graduate or equivalent
- Experience working with children
- CPR Training Employment times: M-F, 3:15-5:30 or W from 1:45-5:30, possible additional hours available for evening school events and/or associate teacher substitutes during day

**To Apply:** Please download a faculty application at <http://www.sgis.org/page.cfm?p=15> and send with a cover letter, resume, and copies of transcripts to:

Mrs. Erin Payne, Administrative Assistant at [epayne@sgis.org](mailto:epayne@sgis.org)

Fax: 901-261-3999

Mail: 3749 Kimball Avenue Memphis, TN 38111