



Position Available: Enrichment Counselor

Jack & Jill Center is a nonprofit 501(c)(3) community-based organization that provides comprehensive, holistic, wraparound support services to children of high-need parents who work or attend school in order to improve their wellbeing and quality of life. Established in 1942 as a nursery school by the Junior League of Greater Fort Lauderdale, Jack & Jill Center is the oldest nonprofit provider of early childhood education in Broward County, and at our core, our critical work has remained the same since our inception: we continue to serve families—primarily women-led households, educate children, and both support and advocate for families and our community.

Jack & Jill Center's Madelaine Halmos Academy (MHA) is a private elementary school, serving kindergarten through 5th grade students. Educators, staff and volunteers work together to create a safe, academically challenging and socially supportive environment for all learners. MHA's unique program nurtures the whole child by combining academic, social-emotional, and wellness elements to ensure a highly-effective educational experience.

POSITION DESCRIPTION AND JOB FUNCTIONS

The Enrichment Counselor will play a crucial role in ensuring the safety, orderliness and positive atmosphere of our Out of School Time. The person is responsible for providing quality care by engaging children in developmentally appropriate out-of-school enrichment activities in a warm, nurturing, safe, positive environment where self-concepts are enhanced, independence encouraged, and individuality respected.

They will also plan and facilitate lessons and activities in out-of-school enrichment programs including aftercare, spring and winter break camps.

Essential Duties and Responsibilities:

- Provide nurturing and assistance to children in all out-of-school enrichment programs to ensure an enriching, safe, and clean enrichment.
- Assist in the preparation and implementation of developmentally appropriate lessons and activities.
- Prepare materials and displays to ensure appropriate learning support materials are available at all times.
- Monitor and create activities to provide children with an enriching learning experience.
- Supervise children during arrival, dismissal, playtime and lunch to ensure children are safe and accounted for at all times.
- Assist in the implementation of behavioral management strategies for individual/group settings to ensure safety of all children and staff.
- Communicate with parents, coordinators and other primary caregivers to ensure a positive, participating environment.
- Fulfill work obligations including promptness to meeting and other events.
- Assist with special projects, as assigned.
- Provides covers in other classrooms as needed.

- Attends and completes designated in-service trainings including State mandated children care training in the first year of hire.
- Complete yearly in-service hours mandated by the State of Florida.

POSITION REQUIREMENTS

Desired Abilities & Qualifications:

- Ability to orally communicate effectively with others, with or without the use of an interpreter.
- Ability to communicate effectively in writing, using the English language, with or without the use of auxiliary aids or services.
- Ability to remain calm, patient, and composed in challenging situations.
- Ability to stand, walk, and bend for extended periods.
- Maintain open communication, confidentiality and professionalism at all times.
- Demonstrate knowledge and understanding of educational “best practices” in federal and/or state standards, and content-specific subject matter.
- Follow and enforce Center’s policies and procedures at all time as listed in employee and parent handbooks.
- Minimum of 45 DCF Childcare hours completed.
- Basic computer skills i.e., Microsoft Office Suite.
- CPR/First Aid for Infant through Adult certification.
- Authorization to work in the U.S.A.
- A valid driver’s license and access to transportation.

Desired Education and Experience:

- High school diploma or G.E.D. equivalent.
- Associate’s or Bachelor’s Degree in Early Education, Education or related field, preferred.
- One or more years of experience working with children or in a school environment.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, activities, and hours worked may change or be assigned at any time with or without notice.

SPECIFICS

- Title: Enrichment Counselor, Part-time
- Team: Out of School Time
- Reports To: Out of School Time Manager
- Salary: \$15 per hour
- Work Schedule: Monday to Friday, 2:00pm to 6:00pm except for breaks (Winter, Spring, Summer & Thanksgiving) – full-time hours are required.
- To apply, please submit an Employment Application by [Employment Application | Jack and Jill Center](#)