

# CHINESE AMERICAN SERVICE LEAGUE JOB DESCRIPTION

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<b>Title: Youth Counselor Out of School Time (OST) (Middle School Students)</b>	<b>Grade: 5</b>	
<b>Reports To: Youth Program Coordinator</b>	<b>FLSA Status: Non - Exempt</b>	
<b>Supervises: Part Time Homework Tutors</b>	<b>Date Written:</b>	<b>Date Revised:</b>
	<b>2/27/2019</b>	

## POSITION SUMMARY

The Youth Counselor plans and implements after-school programming for middle school students. S(he) also supervises and manages youth activities. This position reports to the Youth Program Coordinator.

## DUTIES AND RESPONSIBILITIES

- Works with Youth Program Coordinator to plan and implement OST.
- Plans and implements daily activities for OST.
- Provides counseling to youths who need help in developmental, social and psychological aspects.
- Communicates with parents regarding youth's academic progress and behaviors in class.
- Works jointly with staff of the youth team and of other departments to launch special projects to meet the needs in the community.
- Enters data into Salesforce and CitySpan.
- Obtains data, analyzes and evaluates regularly to meet funding requirements.
- Recommends purchases for the program supplies/activities.
- Prepares reports and performs record keeping functions required by the agency.
- Enters clients' case notes into Salesforce, if needed.
- Responsible for own professional development, including participating in the supervisory process and using other educational opportunities, both within and outside of the agency.

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**MINIMUM REQUIREMENTS**

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**Education/Experience:**

- At least two year of college in Education, Social Work, Psychology or related field from an accredited college or university.
- At least one year of practical experience in youth work or social service.

**Skills/Knowledge:**

- Fluency in spoken and written English, bilingual in English and Chinese preferred.
- Basic computer skills required, including Microsoft Office, online search, and entering.
- Good communication skills with youth and parents.
- Basic end-user level understanding and experience with Salesforce is a plus.

**Physical Demands:**

- Mainly work in classroom involving prolonged periods of sitting, walking and standing.
- Must have the physical, visual, hearing, speaking, manual dexterity and learning capabilities sufficient to perform the essential functions defined above

**Environment and Scheduling:**

- Work is performed during Agency business hours.
- Must be flexible and available to work alternate hours when necessary.
- Work is performed mainly indoors but occasionally out for field trips or meetings.

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