



Senior Counselor Job Description (Summer 2020 Hybrid Program)

ORGANIZATION DESCRIPTION:

LEAP is a non-profit youth development organization in New Haven, CT that works closely with children and youth from New Haven's lowest income communities. LEAP's goal is two-fold: 1) to develop the strengths and talents of young leaders who create and implement year-round, community- and school-based programming; and 2) to establish safe community spaces for youth in New Haven to develop academically and explore new skills with consistent support.

POSITION SUMMARY:

The purpose of the **Senior Counselor** is to lead a group of children or teenagers with co-counselors to serve as a teacher, mentor and positive role model while they develop academically and socially. Senior Counselors are the center of the LEAP experience for their youth, and they must demonstrate the highest level of commitment.

During the summer, Senior Counselors partner with another Senior Counselor or a Junior Counselor (high school-aged student) to work with groups of children between the ages of 7 and 12 in our Children's Program **or** teenagers between the ages of 13 and 15 in our Leaders in Training (LIT) Program. Counselors lead literacy-centered lessons, discussion sessions, and a range of enrichment activities. Counselors receive support to implement and participate in daily activities to encourage the academic, social-emotional and physical development of their youth.

Senior Counselors will be working in a **hybrid on-site and remote summer program** meeting CDC and State of Connecticut public health standards for running a youth program during the COVID-19 pandemic. We are creating comprehensive health policies for when counselors are working on-site to establish consistent preventative measures. This will include the use of face masks, temperature checks, disinfection of program spaces and smaller groups of children to allow for social distancing, to name a few of the measures planned.

TIME COMMITMENT AND PROGRAM DATES:

LEAP's Summer 2020 Counselor Training and Program are currently planned to run for **six weeks in total, with the possibility of extending to eight weeks** based on COVID-19 trends in New Haven and Connecticut. The six-week training and program dates are **tentatively June 22 through July 31** and the eight-week dates are **June 22 through August 14**.

- **Counselor Move-In and Welcome Weekend:** June 20 and 21
- **Counselor Training (two weeks):** June 22 through July 3
- **Summer 2020 Program (four weeks):** July 6 through July 31
- **Summer 2020 Program (six weeks, if extended):** July 6 through August 14

PROGRAM STRUCTURE:

LEAP plans to run a **hybrid (in-person and virtual)** program this summer, as follows:

- 60 children and young teens per site/program
- 5 Children's Program sites + 1 LIT Program = 300 children and 60 LITs = **360 youth total across 6 locations**



- Groups of 30 kids at each site will alternate between in-person and virtual programming each week. For example, Group A (30 kids) will start the summer program in-person for one week while Group B (30 kids) will engage in virtual programming for that first week. The following week, Groups A and B will switch their engagement model and continue alternating each week until the program ends. This will give all youth the opportunity to participate in LEAP's programming without having more than the recommended number of young people in one place.
- Counselors will have a minimum number of hours they will be required to work each week with the option of acquiring more hours through participation in personal and professional development activities, as well as additional projects.

This program structure was created with the guidance of public health professionals, educators, counselors who conducted Spring 2020's virtual programming, and families who rely on LEAP for summer program opportunities.

PRINCIPAL WORKING RELATIONSHIPS:

Senior Counselors plan and deliver programming with their co-counselors. Site Coordinators supervise counselors at each neighborhood site. Counselors must maintain regular contact with parents/guardians and may interact with other community members who work with LEAP.

COMPENSATION:

- \$12.50 per hour
- Senior Counselors receive skills development in child and youth development, leadership, classroom instruction, community outreach and group management.

ESSENTIAL FUNCTIONS:

- With supervision, implement exciting curriculum, including literacy and educational activities;
- Collaborate with their co-counselors and community activity providers on the implementation of curriculum, classroom management and enrichment opportunities for youth;
- Provide regular cultural and social development activities for youth;
- Assist in planning opportunities for youth to learn outside of the classroom;
- Build strong, trusting relationships with parents/guardians, as well as with community members;
- Maintain regular contact with LEAP administrative staff; and
- Participate in training and professional development sessions, as required.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- **Must live in or within commuting distance of New Haven, CT**
- Currently enrolled in an institution of higher education as an undergraduate student or graduate student **OR** currently enrolled in a trade school program, military training program or other career-specific training program.
- A GPA of 2.5 or higher is preferred, but not required
- Experience working with children and/or teenagers preferred, but not required

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- Belief in the importance of educational opportunities for children and teenagers from low-income communities
- Commitment to working with others to inspire social change through education and service
- Excellent verbal and written communication skills
- Ability to stay organized and to multi-task
- Ability to speak Spanish is a plus, but not required

TO APPLY: Go to <https://www.leapforkids.org/senior-counselors> to access the Senior Counselor application online. Applications are currently being reviewed **as soon as they are received**, so you are encouraged to apply **AS SOON AS POSSIBLE** to have your application reviewed and to be interviewed before all positions are filled.

HAVE QUESTIONS? Please email Abdul-Razak Zachariah, the Counselor Development Manager, at azachariah@leapforkids.org or call the LEAP office at (203) 773-0770.