



TRINITY ALLIANCE OF THE CAPITAL REGION, INC.

Job Posting

POSITION TITLE: Counselor

RESPONSIBLE TO: After School C.A.R.E. Program Director (AHC)

ACCOUNTABILITY OBJECTIVE:

Responsible for ensuring appropriate care, supervision and guidance to the children in the child care program. These responsibilities will be consistent with the philosophy, objectives, policies and procedures of the Agency.

SPECIFIC ACCOUNTABILITIES:

- ❖ Plan and implement a well-balanced and flexible program of childcare activities
- ❖ Secure necessary supplies and equipment for the smooth running of the child care program
- ❖ Assess the child's overall adjustment and development
- ❖ Answer and screen all telephone calls
- ❖ Participate in monthly staff meetings and bi-weekly supervision with the Program Coordinator and/or the Assistant Program Coordinator
- ❖ Maintain internal records, including progress notes, attendance, incident reports, curriculum sheets and medical charting for each child
- ❖ Perform other duties as required by the Program Coordinator and/or the Assistant Coordinator
- ❖ Participate in required training and staff development

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- ❖ Associates degree in early childhood education with one year of supervised experience in childcare; **or**, three (3) years supervised experience in childcare
- ❖ Must have a valid New York State driver's license & able to transport children
- ❖ Must be able to go up and down stairs
- ❖ Must be able to lift at least 30 lbs.
- ❖ Must have appropriate computer skills & knowledge
- ❖ **WORK SCHEDULE:** - 3:00 6:00 PM during active school year and 8:00 AM – 4:00 PM during 6 weeks summer program.

Please forward resume to:
Human Resources Office
15 Trinity Place, Albany, NY 12202
Or E-Mail to: HR@ta-cr.org
Visit our Website at: www.TrinityAllianceAlbany.org