



POSITION ANNOUNCEMENT

Junior Counselor

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood Development (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Heating and Energy Assistance Program [LIHEAP], Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks two Junior Counselor(s) who will support the Afterschool and Summer Enrichment Program in assisting with the day-to-day administration and operations of the Community Empowerment Department. To be successful in this role, the Junior Counselor should be energetic and enjoys working with children. The Junior Counselor will serve as an integral member of the Community Empowerment Department and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Responsible for assisting the Senior Counselor in the supervision and safety of all children within the Afterschool/Summer Day Camp Enrichment Program.
- Assist with planning and implementation of daily creative learning activities in afterschool classroom setting with 15 children ages 5 to 12 years old that are developmentally, linguistically, culturally, and age-appropriate for the children served.
- Responsible for assisting Senior Counselor in ensuring that all activities are adhered to in accordance with the daily schedule.
- Assist with student pick-up from schools.
- Responsible for proper use and care of all equipment and/or facility.
- Maintain positive relationships with parents and other staff members.
- Assist Senior Counselor with taking and reporting attendance in their group.
- Assist with data collection, data entry and timely submission of reports and programs evaluations.
- Attend all required trainings and workshops to include but not limited to 20 hours of professional development to comply with state childcare center.
- Administer and observe the organization's office operations, policies, and procedures.
- Other duties may be assigned to meet business needs.

Educational & Experience Requirements:

- High School student, High School graduate or equivalent. Volunteer or work experience with youth a plus.
- Strong Communication and organizational Skills.
- Ability to work independently and in a team-oriented environment.
- Must complete and pass a fingerprint criminal background check and Child Abuse Record Information form as required by the State of NJ.

Physical Requirements:

- Required to walk and stand for long periods of time.
- Required to lift up to 30 pounds.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Part-Time
- **FLSA status:** Non-Exempt
- **SOC code:** 25-9040
- **Reports to:** Interim Center Director
- **Schedule:** Monday – Friday from 2:00pm – 6:00pm; July and August from 8:00am – 4:00pm
- **Compensation:** \$16.00 per hour
- **Fringe Benefits:** Paid sick leave, holiday pay, and 401k retirement plan offered upon eligibility with 2% employer match.

COVID-19 Vaccination Requirements:

- La Casa de Don Pedro requires vaccination against COVID-19 for all employees. Reasonable Accommodation based on qualifying disability, medical necessity or sincerely held religious belief in accordance with applicable law will be considered upon request.

To Apply:

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with “**Junior counselor**” in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.