



HEWITT

Job Title: After-School Counselor

Department: Hewitt After School

FLSA Status: Non-Exempt

The Hewitt School - New York, NY

ABOUT HEWITT

Established in 1920, The Hewitt School empowers girls to discover their full intellectual and creative abilities, to pursue their passions and personal best, and to lead lives of consequence with character, compassion, and conviction. Located on New York City's Upper East Side, Hewitt is an independent school serving girls in grades K through 12. As a community, Hewitt is fully committed to a culturally diverse faculty, staff, and student body.

POSITION SUMMARY

The after-school counselor will report directly to the director of auxiliary programs and will be responsible for providing a safe, nurturing, educational, and recreational-based environment as part of the Hewitt after-school program. Counselors are expected to conduct themselves in a professional manner at all times, including dress and speech. Counselors are expected to treat all members of the Hewitt community with respect, understanding, and a sense of responsibility.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Create lesson plans, games, and creative projects for students to participate in that enhance literacy, analytical and creative thinking, and self-confidence
- Attend all staff meetings and training sessions held on school premises during the program hours of 3:00 pm to 6:00 pm
- Work with a team to create the best experience for all Hewitt students and families
- Assist with all daily operational functions including snack, setup and cleanup, line checks, attendance, and program supervision
- Maintain all supplies, equipment, and materials and advise the director of auxiliary programs if any items are missing or need to be replenished
- Work on and off-site with programs as needed

QUALIFICATIONS REQUIRED

- Knowledge of and experience with supervising children and acting as a positive role model
- Reliable and dependable
- Work a flexible schedule to meet program needs
- Excellent written and verbal communication skills
- Knowledge of MS Office or Google Suite

QUALIFICATIONS DESIRED

- A bachelor's degree in early childhood education, development or psychology or similar experience is desired

TO APPLY: Please submit a resumé, cover letter, and examples of previous relevant work to employment@hewittschool.org. **Please reference the job title in the subject line of your email.** No phone calls, please. Recruitment will remain open until the position is filled; applicants should apply as soon as possible for consideration.

IMPORTANT INFORMATION

The successful candidate for this position must be able to provide employment references, successfully complete a post-offer background check (criminal background check and verification of education and prior employment), submit a completed physical exam by a licensed medical practitioner stating they are able to perform the essential functions of the position, and demonstrate legal work authorization to work in the United States.

The Hewitt School is an Equal Opportunity Employer. It has been and will continue to be a fundamental policy of the school not to discriminate on the basis of any category prohibited by applicable federal, New York State and/or New York City laws/regulations. This policy applies to all aspects of the employment process, including hiring, promotion, demotion, compensation/benefits, performance evaluations, disciplinary actions, training, working conditions, layoff, and termination.