

**Job Title: Part-Time After-School Counselor**

**Location:** Carolina Teen Center

**Schedule:** Part-Time | Afternoons & Early Evenings

**Reports To:** Program Director / Site Coordinator

**Position Summary**

The Part-Time Teen Program Staff serves as a positive role model and mentor for middle and high school students in an after-school setting. This position supports teens through supervision, academic assistance, life-skills development, and enrichment programming while fostering a safe, respectful, and empowering environment. (Must be able to provide references upon request.)

**Key Responsibilities**

- Supervise and engage teens in a safe, structured after-school environment
- Build positive, supportive relationships with youth through mentorship and consistent presence
- Assist with homework, tutoring, and academic accountability
- Facilitate or co-facilitate enrichment activities such as leadership development, career exploration, social-emotional learning, arts, recreation, and life skills
- Encourage healthy decision-making, conflict resolution, and peer respect
- Support behavior management using positive, trauma-informed, and developmentally appropriate approaches
- Serve as a role model by demonstrating professionalism, boundaries, and effective communication
- Maintain appropriate staff-to-youth ratios and ensure program safety at all times
- Assist with attendance tracking, incident reporting, and basic documentation
- Communicate effectively with supervisors, staff, families, and community partners as needed
- Follow all program policies, safety protocols, and mandated reporting requirements

**Qualifications**

- High school diploma minimum
- Experience working with adolescents in youth programs, schools, mentoring, or community settings preferred
- Coursework or background in education, counseling, social work, psychology, or youth development a plus
- Strong interpersonal and communication skills
- Ability to set clear boundaries and manage group dynamics
- Reliable, punctual, and team-oriented
- At least 3 years' experience working with youth/teens
- Strong documentation skills

### **Preferred Skills & Attributes**

- Passion for empowering teens and supporting positive youth development
- Cultural humility and ability to connect with diverse youth populations
- Calm, patient, and adaptable in high-energy or challenging situations
- Knowledge of trauma-informed care and restorative practices (preferred but not required)
- CPR/First Aid certification or willingness to obtain
- Background check clearance required
- Creative Personality

### **Physical Requirements**

- Ability to actively engage with teens in recreational and group activities
- Ability to stand, walk, and move throughout the program space for extended periods

### **Compensation**

- Pay range \$14.00-\$18.00 per hour.

**Apply today by sending your resume to [carolina.teen@yahoo.com](mailto:carolina.teen@yahoo.com)**