

**Job Description: Falcons' Nest Counselor**

**Job Type:** Part Time

**Position Summary:** The Before/After School Program Counselor organizes and directs age appropriate activities for school age scholars, helps scholars develop and strengthen academics, prepares and serves snacks, and assists in maintaining a clean and safe environment for scholars.

**Essential Duties Include, But Are Not Limited to:**

- Develop and implement daily lesson plans, providing developmentally appropriate activities
- Assist scholars with homework and other school activities
- Exhibit pleasant behavior when dealing with the scholars, public or with other employees
- Ensure the health, safety and well being of scholars in the program by providing close supervision of all activities
- Maintain a clean and safe environment for scholars
- Complete other tasks as assigned by the Falcons' Nest Director and/or Administration

**How to Apply:** Interested candidates should email the following to [sduff@furlowcharter.org](mailto:sduff@furlowcharter.org)

- A cover letter explaining your interest in the position.
- Resume outlining your education, prior work experience, community/civic involvement history, and contact information for two professional references.

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