



## **Program Counselor**

**About Wesley House Community Center:** The Wesley House Community Center is a Christian ministry established in 1907 to identify and build on the strengths of individuals and families to create a stronger community. We currently provide academic, emotional, and spiritual support to 100+ students. Our after-school program has an academic focus and helps students become enthusiastic learners. We are located less than a mile from Downtown Knoxville and the University of Tennessee.

**Job Description:** Serving as a **Program Counselor** is a fun and rewarding experience, allowing individuals with a chance to truly impact the lives of youth from all walks of life. You will engage in fun, educational experiences with amazing youth by assisting with the implementation of interactive, engaging, and hands-on activities within the Wesley House Community Center. This includes, but is not limited to, the Children's After-school Recreation Education and Support (CARES) and Performing Arts and Cultural Education (PACE) programs.

### **Program Counselor Responsibilities:**

- Provide management and oversight of a class/designated grade of participants
- Implement hands-on, engaging, and interactive lesson plans for participants, and submit monthly reports as directed
- Assist with the preparation and distribution of snacks to participants
- Help with the implementation of field trips and special events across the city of Knoxville
- Assist with transporting students we serve from their school to Wesley House Community Center
- Assist with transporting Wesley House participants on field trips, as needed
- Completes paperwork including incident reports, van/bus logs, and behavior habit sheets
- Provide timely, friendly, and professional support to Wesley House staff and volunteers
- Ensures the safety of all participants on a daily basis; mentors and builds relationships with the participants

### **Experience:**

- Have experience working with youth, preferably elementary-aged children or middle school
- Able to help with the development and implementation of lesson plans
- Willing to complete assignments in a timely, professional, and friendly manner
- Maintain a desire to create safe and welcoming spaces for young people
- Able to collaborate with others on projects, programs, and special events as needed
- Demonstrate a strong attention to detail regarding child safety and program implementation

### **Program/Work Hours:**

- Available Monday-Friday between 7:30am-4:30pm or 8:30am-5:30pm

### **Compensation:**

- \$15 per hour with \$.25 increase based on work and education experience

If you are interested in joining the Wesley House team, please email Denarius Ross at [denarius@wesleyhouseknox.org](mailto:denarius@wesleyhouseknox.org) or call at (865) 524-5494 Ext. 1004.