



Aftercare Counselor

Founded by Detroit philanthropists George and Ellen Booth in 1904, the Cranbrook Educational Community is one of the world's leading centers of education, science, and art. Comprised of a graduate Academy of Art, contemporary Art Museum, House and Gardens, Institute of Science, and more than 1,600 students attending our Pre-K through 12 independent college preparatory Schools, Cranbrook welcomes thousands of visitors and students to its campus each year. Critics have called Cranbrook "the most enchanted and enchanting setting in America" and in 1989, it was designated a National Historic Landmark. The campus is located in Bloomfield Hills, Michigan, about 20 miles north of Detroit. For more information, please visit our website: www.cranbrook.edu.

A part-time **Aftercare Counselor** is needed for the 2022/2023 academic year. They will be responsible for ensuring the safety, security, and well-being of students, ages 3 to 11, while they learn to make decisions about completing homework, participate in craft projects, collaborate in groups, and unwind before they return to their families. Aftercare Counselors work Monday through Friday from 2:00 PM to 6:00 PM following the Cranbrook Schools academic calendar. Days, times, and locations may vary, but must be coordinated and approved by the Supervisor. Cranbrook Schools' Aftercare program is an extension of the Cranbrook Schools learning environment. Responsibilities include prompt and consistent attendance, management of students, monitoring use of supplies, working and engaging with students indoors and outdoors, attending to minor first aid needs, communicating with parents, and communicating with School administration.

Responsibilities include, but are not limited to:

- Implement the daily program under the direction of the Aftercare Supervisor and Director of Special & Summer Programs.
- Arrive promptly on days and times assigned. Unapproved tardiness to Aftercare will not be tolerated.
- Seek approval from the Supervisor for schedule changes or days off.
- Provide students your full attentiveness, engagement, and positive attitude.
- Consistently maintain a friendly and approachable yet respectful relationship with the students.
- Learn and remember students' names.
- Provide flexibility to rotate or change locations within Aftercare areas as needed without hesitation.
- Prepare snacks and supplies for the learning environment as directed by the Supervisor.
- Produce and submit daily records of student arrivals and departures.
- Complete and submit accurate and legible Aftercare Behavioral/Incident and Injury Reports to the Supervisor when situations arise.
- Share responsibility and accept direction for the ordered arrangement of the learning environment and general housekeeping responsibilities.
- Participate in arrival, dismissal, and playground supervision.
- Treat students and their parents with dignity and respect, maintaining positive discipline using nonjudgmental language and tone of voice.
- Help students become aware of their roles as integral members of a group.
- Maintain open and positive communication between team members.

- Maintain an overall awareness and appreciation for the needs of the students.
- Maintain current CPR/First Aid training.
- Maintain performance standards set forth in Cranbrook's employee handbook.

Requirements:

- One (1) year professional training or practical experience in the field of primary school education or childcare
- Maintenance of current CPR/First Aid training
- Must be able to relate well to students and team members

This part-time position includes eligibility for paid time off, participation in our retirement programs with employer contribution, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or email humanresources@cranbrook.edu or fax (248) 645-3014. Our applications can be downloaded from the Employment page of our website at www.cranbrook.edu/employment.

(Please note that a fully completed employment application is required for consideration.)