

Abingdon Parks and Recreation

Afterschool 2019/2020

Junior Counselor Program (JCP)



Coomes Center Afterschool Junior Counselor Program

Objective of the Junior Counselor Program

The Junior Counselor Program has been developed to allow youth ages 13-15 to gain valuable leadership skills and to develop potential future Counselors for Abingdon Parks & Recreation programs. Junior Counselors will work together with Counselors to ensure afterschool remains a safe and supportive environment and to provide a fun, positive experience for all participants.

****hours can be counted toward Washington County Community Scholars.**

I. Candidate Qualifications

- A. All eligible participants will be at least 13 years of age on or before registering for program, and not older than 15 years of age. Those who do not meet specified age requirements will not be eligible for participation during the current school year.
- B. Candidates must submit an application, two non-family references, and be willing to undergo an interview process.
- C. Candidates must demonstrate a high level of responsibility, maturity, enthusiasm, and reliability. Behavior **MUST** comply with the Junior Counselor Code of Conduct in order to remain in the program.
- D. A minimum of 5 full months of participation in the program is required.
- E. Limit 6 Junior Counselors per month.

II. Application Process

There is an application process to ensure the Junior Counselors have the desire to participate fully and be a positive role model for the students during the program. In addition to the application, a brief interview will be scheduled for each applicant.

- A. Interested participants must submit an application form and two non-family references to the Coomes Center. Applicant interviews will be scheduled for a later date. No applications will be accepted after December of the current school year.
- B. Interviews will be conducted by the Coordinators of Parks & Recreation staff who will also serve as the selection committee.
- C. All applicants will be notified by phone whether or not they have been selected for the Junior Counselor program. The Abingdon Parks & Recreation Department reserves the right to reject an applicant or limit the number of applicants based on the program needs.
- D. All selected Junior Counselors will be expected to follow the Code of Conduct (attached), any offenses are subject to suspension or dismissal from the program.

III. Job Description and Duties

As a Junior Counselor you will work together with Counselors to provide a fun, safe, and supportive camp environment and positive experiences to students. You will be assigned a Counselor to work with and will report to the coordinator and/or their supervisor.

Duties:

- A. Adhere to program rules and policies and Junior Counselor responsibilities
- B. Assist the Coordinators and Counselors with supervision of students. Junior Counselors are not permitted to supervise students alone, discipline students, or administer first aid or medications.
- C. Assist Coordinators and Counselors with games and activities, including setup of games and activities, distribution of arts and crafts items and snacks, organization of areas, cleanup, bathroom breaks, etc.
- D. Report on program and student issues to assigned Counselor and/or Coordinators.

IV. Training

Once selected and registered for the program, Junior Counselors will be required to attend a Junior Counselor orientation meeting which will outline the guidelines and expectations of the program. Junior Counselors will also be expected to attend training as determined by the supervisor. Failure to attend the orientation and/or training will result in withdrawal from the Junior Counselor program.

V. Responsibilities

Junior Counselors will be expected to follow all rules and policies. The following is a list of responsibilities for Junior Counselors:

- A. Show up on time and appropriately dressed
- B. Come each day with a positive attitude
- C. Respect supervisors, fellow Junior Counselors, students, parents, and the public
- D. Listen and follow instructions
- E. Participate in activities
- F. Do not use inappropriate language
- G. Be a positive role model for students
- H. Be flexible and willing to help out wherever needed

VI. Disciplinary Procedures

As a Junior Counselor you will be held to a high standard. Students will look up to you as a role model, and therefore any rule violations within the program will be taken very seriously. Based on the severity of the infraction, rule violations may result in a verbal warning, written warning, parent conference, or dismissal from the Junior Counselor program. Repeated rule violations will result in dismissal from the program without refund at the coordinator's discretion.

VII. Financial Obligations and Requirements

Once selected for the Junior Counselor program you will be able to register for the sessions determined by the coordinators at the reduced cost*. The cost of the Junior Program counselor is \$25 per month, with Junior Counselors being required to have a current membership to the center. *Junior Counselors will not be eligible for partial monthly registrations.

For more information or to submit an application, please contact Jennifer Johnson at 276-623-5279 or jjohnson@abingdon-va.gov

Coomes Center Afterschool Junior Counselor Application

Name:_____ **Birthdate:**_____

Address:_____

Parent/Guardian:_____

Phone(1):_____ **Phone (2):**_____

Email:_____ **@**_____

School:_____ **Grade:**_____ (last completed)

Have you attended afterschool or camp in the past?_____ (if yes explain)

Experience with Youth:

References: (two non-family members)

Name:_____

Relationship:_____ **Phone:**_____

Name:_____

Relationship:_____ **Phone:**_____

Applicant Signature

Date

Parent/Guardian Signature

Date