Department: School-Age Services

Position Title: BASE Lead Counselor

Classification: Part-time Employment

Summary of Position:
The Before and After School Enrichment (BASE) program at the Pozez JCC of Northern Virginia is the Woodson-pyramid’s choice for before and after school care! BASE’s mission is to provide a fun, interactive, and positive environment in which every child can grow and develop in a safe, structured, and friendly atmosphere!

AM BASE runs from 7:30am-9:00am, and PM BASE runs from the time the school dismisses until 6:00pm, Monday through Friday. Upon arrival from school, children are escorted to age-appropriate home base rooms where they participate in weekly schedule rotations consisting of arts and crafts projects, sports and games inside and outside, cooking projects, swimming, and more.

Qualifications:
- Applicants must be 18 years of age or older
- Must have excellent communication skills, can plan and work independently as well as collaboratively in a fast-paced environment
- Possess a good sense of humor, a passion for working with children, and knowledge and experience in working with children with a variety of needs
- Must be flexible, creative, patient and comfortable managing challenging behaviors
- Must take initiative and think on your feet
- Course work in a child-related field preferred

Essential Position Duties:
- Available for a minimum of three days per week, Monday though Friday
- Available to work the entirety of a shift—either AM or PM, depending on your schedule—from 7:15am-9am and/or 3:00pm-6:00pm
- Lead and work with a group of 10+ children with one to two high-school-aged counselors
- Swim in our pool and participate in physical activities weekly
- Be willing to go the-extra-mile
- Smile all year long
- Positively impact the lives of children and peers

Hours:
Part-time year-round position; choose your own schedule with a minimum requirement of three days per week (although all five days are preferred). AM BASE staff hours are from 7:15am-9:00am; PM BASE staff hours are from 3:00pm-6:00pm.

Compensation and Benefits:
Inquire within.

Point of Contact:
Applicants should fill out the application (below) and email it along with any applicable questions to SchoolAgeServices@theJ.org.
The Pozez JCC is an equal opportunity employer. The Pozez JCC is committed to having a workforce that reflects diversity at all levels of the organization. We recognize the importance of not viewing individuals based on a single identity, and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all employees. We encourage all applicants regardless of gender, race, religion, age, sexual orientation, disability or other social identity.

About:
The Pozez Jewish Community Center of Northern Virginia (Pozez JCC, the J) is a warm and welcoming, nonprofit, social service organization dedicated to offering quality programs, activities, and services that emphasize Jewish culture, identity, and values to people of all ages and backgrounds. Programming includes cultural, educational, wellness and Israel celebrations which take place on the main campus located in the heart of Fairfax County, as well as span five Northern Virginia counties.
Pozez JCC of Northern Virginia
School-Age Services Department
2019-2020 School Year
BASE Staff Application

Name: ____________________________ Date of Birth: __________________ (mm/dd/yyyy)

Grade in school as of Sept. 2019 (if applicable): ______ Age: ______ T-Shirt Size: ______

Home Address/City/State/Zip: ____________________________

Home Phone #: ____________ Cell Phone #: ____________

E-mail address: ____________________________

Certifications (circle all that apply):  
CPR  WSI    FIRST AID   PMAT    EMAT    MAT

Expiration date: ______   ______   ______   ______   ______   ______   ______

BASE shifts in the AM run from 7:15am-9:00am and in the PM from 3:00pm-6:00pm.
Please check days and times you are available to work:

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<th>Mondays</th>
<th>Tuesdays</th>
<th>Wednesdays</th>
<th>Thursdays</th>
<th>Fridays</th>
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<tr>
<td>AM BASE 7:15-9:00</td>
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<td>PM BASE 3:00-6:00</td>
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Are you interested in driving the J bus for either an AM or PM route?:  
___ YES AM/PM  ___ NO

Are you interested in working Vacation Days (multiple shifts available 7:30am-6pm)?:  
___ YES  ___ NO

Please list any previous or current work experience where you have been employed as a staff member:

1. Organization: ____________________________ Position: ____________________________ Date: ____________
   Supervisors Name: ____________________________ Phone Number: ____________

2. Organization: ____________________________ Position: ____________________________ Date: ____________
   Supervisors Name: ____________________________ Phone Number: ____________

3. Organization: ____________________________ Position: ____________________________ Date: ____________
   Supervisors Name: ____________________________ Phone Number: ____________
If you are NEW 2019-2020 BASE Staff Applicant, please answer the following questions; if you ARE a returning 2018-2019 BASE Staff Member, PLEASE LEAVE THIS SECTION BLANK:

1. Do you have experience working with children? If not, what compels you to want to do so?

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

2. Why do you feel you are qualified for the position for which you are applying?

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

3. If your best friend was filling out this application for you and was asked to write down three adjectives to describe you, what would they write?

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

4. Please list any skills, hobbies or interests that you feel would make you a good fit in working at BASE:

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

5. Please list any other commitments you may have during the year, i.e., sports, clubs, jobs, etc.:

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

6. Is this your first job? If so, what are your expectations? If not—what are your expectations?:

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

7. How did you hear about the BASE Program?

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

8. Is there anything else you’d like to share with us about yourself?

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
FOR NEW STAFF MEMBERS ONLY: Please list the names and contact information of 3 professional references (non-family members preferred):

1. Name:______________________________________   
   Email:_______________________________________   
   Phone:______________________________________   
   Relationship to applicant:_________________________________________________________   
   ___________________________________________________________________________   
   ___________________________________________________________________________   
   ___________________________________________________________________________   

2. Name:______________________________________   
   Email:_______________________________________   
   Phone:______________________________________   
   Relationship to applicant:_________________________________________________________   
   ___________________________________________________________________________   
   ___________________________________________________________________________   
   ___________________________________________________________________________   

3. Name:______________________________________   
   Email:_______________________________________   
   Phone:______________________________________   
   Relationship to applicant:_________________________________________________________   
   ___________________________________________________________________________   
   ___________________________________________________________________________   
   ___________________________________________________________________________   

Applicant Signature:____________________ Date:____________

For Office Use Only

Date Received:______________
References have been checked: _________
Interview Date: _______ CS: ___________
Comments: