

# 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 through 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](mailto: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:***

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
AM BASE 7:15-9:00					
PM BASE 3:00-6:00					

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:

- Organization: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisors Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
- Organization: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisors Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_
- 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?

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

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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?

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

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

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

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7. How did you hear about the BASE Program?

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

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**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: