Town of Secaucus

Job Description

JOB TITLE: One-to-One Counselor (Part time)

Exempt (Y/N): N/A
SHIFT: 6:45am -8:45 am – **M-F**
LOCATION: Clarendon School
UNION AFFIL.: NA

SALARY LEVEL: $18.23
DIVISION: Recreation
DEPARTMENT: Before/Aftercare
SUPERVISOR: Program Coordinator

SUMMARY: Under the direction and supervision of the program coordinator a One-to-One Counselor is to provide individualized support to children with disabilities participating in the Before Care Program. The counselor will work directly with an assigned child or children to promote their safety, inclusion, participation, and overall success in a structured after-school environment.

ESSENTIAL JOB FUNCTIONS include the following. And other duties may be assigned:

- Provide individualized, one-to-one assistance and supervision to assigned child(ren) with disabilities during the Program.
- Plan, coordinate, and supervise daily activities and programming while monitoring the health, safety, and well-being of all students.
- Communicate and report any concerns involving staff, students, or parents/guardians to the Program Coordinator in a timely and professional manner.
- Monitor the child's safety and well-being and communicate concerns to the appropriate program supervisor.
- Understand, follow, and enforce all applicable school and program policies, procedures, and guidelines.
- Maintain a professional and respectful relationship with school personnel and ensure appropriate use of shared school and program spaces.
- Be a positive role model for the parents, staff and children.
- Assist students with their homework and tutoring needs.
- Provide individualized, one-to-one assistance and supervision to assigned child(ren) with disabilities during the After Care Program.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- High School diploma required, or equivalent education, or currently in High School.
- Must be at least 18 years of age or older.
- Experience working with children, preferably children with disabilities or special needs.
- Knowledge of children and their behavior and a genuine desire to work with them.
- Strong verbal communications and judgment skills.
- Excellent interpersonal and problem-solving skills.
- Organizational and administrative skills for maintaining schedules.
- Ability to follow oral instructions.
- Ability to maintain appropriate discipline with students.
- Ability to provide compassionate, patient, and individualized support.
- Ability to build good relationship/communication skills with adults and children.
- Knowledge of school and Program rules, regulations, and policies.
- Responsible for all activity and room preparations for the program.
- Keep the room neat and orderly.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required:

- Ability to stand / walk on various surfaces indoor/outdoor, sit, and bend to perform appropriate tasks.
- Be able to lift at least 25 pounds.
- Must be able to move at an appropriate pace to respond in emergency situations and assist children in emergencies.
- Ability to move around the room to assist children and supervise them with daily activities, social interaction, physical and emotional needs.
- Ability to plan, lead and participate in a range of athletic activities in a variety of outdoor/indoor settings.
- Hearing ability to be aware of potential emergencies with students.

WORK ENVIRONMENT: While performing the duties of this position, the employee primarily works in a school environment, including classrooms, common areas, recreational spaces, and other designated program areas. The employee may occasionally work outdoors as needed for program activities and events, depending on weather conditions. The noise level may vary throughout the school and program areas and can range from moderate to loud, particularly during recreational activities and transitions.

NOTICE REQUIREMENT: In accordance with certain agreements between the Town of Secaucus and various employee bargaining units, the above job opportunity is hereby posted for a period of not less than five days prior to action by the Town of Secaucus to fill the vacancy. To apply, please use the link listed here: Click Here to Apply

The Town of Secaucus is an Equal Opportunity Employer and is committed to providing equal employment opportunities to all qualified applicants.

Date of Posting: November 4th 2026