



# FAMILY SUPPORT SERVICES

KEEPING FAMILIES HEALTHY AND INTACT

## JOB ANNOUNCEMENT

TEMPORARY POSITION

### Summer Program Counselor – Kinship Program

**Date Posted:** March 18, 2024

**Status:** Temporary, Non-Exempt

**Office Location:** Oakland (Onsite)

#### **ABOUT US:**

**Family Support Services** is a nonprofit organization that provides prevention and intervention services that support families with children. Our mission is to nurture children, youth, and caregivers to keep families healthy and intact – please visit our website at [www.fssba.org](http://www.fssba.org) to learn more about our programs and services.

#### **SUMMARY:**

We are seeking a dedicated Program Counselor to join our Kinship Youth Program (KYP) for the upcoming summer session. The Summer Program Counselor will play a crucial role in delivering comprehensive and well-rounded programming to youth aged 8-18, who are under the care of a relative caregiver. This temporary position offers an exciting opportunity to contribute to the all-encompassing development of these youth, within a nurturing and supportive environment.

#### **KEY RESPONSIBILITIES:**

- Lead a group of 15 program participants, overseeing the planning, facilitation, and execution of various activities, workshops, classes, and tutoring sessions.
- Collaborate with program staff to cultivate a positive, safe, and enriching environment for all youth participants.
- Provide active supervision during on-site activities, outings, and field trips, ensuring the safety and well-being of all participants.
- Maintain consistent communication with caregivers and stakeholders, fostering collaborative relationships and addressing any concerns or needs.
- Assist with general program tasks, including inventory management, creating visual aids for learning, maintaining attendance records, and facilitating group activities.
- Support program administration through tasks such as copying, filing, and organizing program documentation.

#### **MINIMUM QUALIFICATIONS:**

- Enrolled in or completed a relevant degree program; college degree preferred.
- Minimum age of 18 with a demonstrated capacity for sound judgment.
- Experience in developing and delivering curriculum to youth from diverse backgrounds.
- Proven track record of providing hands-on services for youth, with a focus on fostering personal growth and development.
- Proficiency in Microsoft Office; knowledge of Google Workspace and Mac applications is a plus.
- Ability to work effectively with individuals from diverse backgrounds and demonstrate respect for all.

#### **REQUIREMENTS:**

- Must be able to receive clearance through a fingerprint/background check (criminal and child abuse).
- Must be at least 18 years old with a demonstrated capacity for sound judgment.
- Vaccination for COVID-19 required.



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**SALARY:**

The hourly rate for this position is \$20.00-\$22.00 per hour. This is a **temporary position from June 3, 2024, through July 26, 2024**, with a standard workweek of 40 hours. Sick leave accrual begins immediately at a rate of 1 hour of sick leave for every 30 hours worked.

**APPLY:**

Please email your résumé and cover letter to: [AdminHR@fssba.org](mailto:AdminHR@fssba.org). **Please attach all documents in PDF format.** All other file types/formats will not be considered.

Only candidates who meet our selection criteria will be contacted for the next step in our hiring process. Thank you for your interest in our position. We appreciate the time you have taken to apply.

Family Support Services  
303 Hegenberger Road, Ste. 400 - Oakland, CA 94621  
[www.fssba.org](http://www.fssba.org)

**Family Support Services is an equal-opportunity employer.** Family Support Services is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, gender identity, sexual orientation, health status or national origin.