



**Joseph H. Firth Youth Center**  
108 Fleming Drive, Phillipsburg, NJ 08865  
Phone: 908-454-7281 ♦ Fax: 908-454-8814

**After School Care Counselor (Non-Profit)**  
**JOB DESCRIPTION**

**BOARD OF DIRECTORS**

Jeffrey Russo, President  
Maija Stone, Vice President  
Donna Schaare, Secretary  
Michael Pintabone, Treasurer  
Jack Budd  
Robert Gould  
Brian Hajdu  
Jennifer Hillis  
Deborah Hosbach  
Craig Merrick  
Mark Reda  
Brian Tipton  
Amanda Shepherd

**EXECUTIVE DIRECTOR**

Kelly Post-Sheedy

**Job type:** Part-time

**Requirements**

- Minimum of High School Diploma or GED
- 17+ years of age
- Must be available at least 3 days per week 2:45-6pm
- Hands-on experience interacting with youth
- Criminal Background Check and Child Abuse Clearance (upon hire)
- CPR/First Aid Certification
- Mandated Reporter Training (upon hire)
- Child Health & Safety Training (upon hire)
- COVID-19 vaccine or open to weekly testing (per NJ Child Care Mandates)
- Bilingual (preferred)

**Responsibilities include, but are not limited to:**

- Supervision of a group of kids ages 7-12
- Supervision of athletic games and competitions
- Planning and leading athletic, recreational, and educational programs
- Following State of NJ Child Care mandates and protocols
- Other related tasks assigned by the program director

**Hourly Rate:** \$12-\$13.50 *(to commensurate with experience)*

*Interested and qualified candidates should forward a resume to  
kellys@firthyouthcenter.com.*