bernadette's house
empowering female leaders of tomorrow

# YOUTH COUNSELOR
## ORGANIZATIONAL PROGRAMS

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| **Role** | Program Coordinator | **Team** | Organizational Programs |
| **Reports to** | Assigned Program Coordinator | **Supervised by** | Program Director of each respective program |

# JOB SUMMARY

The **Youth Counselor** at Bernadette's House is a key mentor and support figure who works directly with girls ages 8–17 across all organizational programs. Youth Counselors are assigned where they are most needed and may serve in multiple programs throughout the year—including the **Brains & Beauty Summer Program**, the **STEM & Financial Literacy Program**, and the **Blossom Mentoring Program**.

Youth Counselors are responsible for fostering a safe, supportive, and encouraging environment for girls. They serve as trusted role models, support program facilitation, help manage group dynamics, and build personal connections with participants to encourage confidence, learning, and positive behavior.

**Term:** No term limits apply unless the Youth Counselor is also serving as a board member, in which case the standard 2-year term (renewable once, with a 1-year break) applies

**Time Commitment:** 8–10 hours per week (varies based on program schedule; more during summer programs)

# JOB RESPONSIBILITIES

- Support assigned age groups during weekly sessions, workshops, and field trips across various programs
- Assist with setting up and cleaning up materials, snacks, and seating before and after sessions
- Observe and encourage participant engagement in group and individual activities
- Provide redirection, coaching, or encouragement to youth who may be struggling socially or behaviorally
- Monitor attendance and report notable observations to Program Coordinators (e.g., participant progress, challenges)
- Collaborate with volunteers and facilitators to ensure inclusive, respectful group dynamics

### Sample Tasks

1. Lead a small group reflection activity after a workshop on confidence-building or entrepreneurship
2. Help a quiet participant feel comfortable joining a group game or creative activity
3. Redirect behavior during a high-energy group exercise to keep participants focused and safe
4. Provide one-on-one encouragement to a mentee struggling with self-esteem during a journaling session
5. Assist in cleaning and organizing supplies between program rotations during the summer session
6. Document highlights, concerns, or participant accomplishments and submit them weekly to Program Coordinators

# QUALIFICATIONS

- Passion for working with girls ages 8–17 in a mentorship, leadership, or enrichment setting
- Prior experience working or volunteering with youth in schools, after-school programs, camps, or community-based programs
- Strong communication and active listening skills
- Ability to de-escalate conflict calmly and supportively
- Reliability and consistency in attendance and communication with program leaders