

St. Timothy's School, an Episcopal school in Raleigh, NC, with approximately 590+ students in grades Pre-K to 8, is seeking **After School Care (ASC) Counselors** for the current 2025-2026 academic year.

After School Care Counselors ensure the safety and well-being of students while facilitating daily programming that promotes physical activity, personal development, healthy community, and positive peer relationships. ASC counselors work daily from 2:30 pm to 6:15 pm.

Responsibilities

ASC Counselors are expected to:

- Foster a safe, positive, and caring environment for the students attending After School Care (ASC)
- Set up and clean up classrooms, campus spaces, snack and play areas before and after ASC programming
- Ensure students safely arrive at and are picked up from sports or other on-campus enrichment programming during ASC hours
- Set up, support, supervise, and lead a variety of daily activities, such as outside play, sports, crafts, and homework assistance
- Manage parent pick-up and care line procedures
- Respond to the individual needs of children and establish stable and consistent relationships with each child.
- Communicate and engage professionally and respectfully with parents and colleagues at all times
- Participate in regular staff meetings and trainings
- Always follow all standard school-wide protocols regarding student safety, supervision, communication, and confidentiality

Candidates must meet the following requirements:

Any St. Timothy's School employee must fully embrace every aspect of our [core values](#) shaped by our Episcopal School identity. Employees should also be committed to our [core commitments](#) and St. Timothy's School Mission Statement: *St. Timothy's Episcopal School is a nurturing community of academic excellence that instills the knowledge, skills, and values for a life of purpose.* ASC Counselors should have excellent interpersonal skills, the highest degree of professionalism, and a demonstrated commitment to working with children and families.

Furthermore, ASC Counselor candidates must possess/demonstrate:

- A high school diploma or higher degree
- Prior experience working with children/youth
- Personal responsibility, strong work ethic, commitment to personal and programmatic excellence and strong interpersonal and communication skills
- Interest/enjoyment in working with children ages 4-14

- Ability to perform all physical requirements of the job, which include frequent standing, walking bending, kneeling, crouching or crawling, lifting up to 20 pounds, and active engagement with children in a variety of play and athletic activities
- Availability to work 2:30- 6:15 PM Monday- Friday

Part-time/temporary/seasonal positions will be considered. Pay starts at \$10.00/hr for high school counselors and is scaled to compensate more experienced workers.

Ready to apply? Please fill out our official online application by scanning the QR code below or using [this link](#). Feel free to forward any questions to Eddy Davis, Director of Auxiliary Programs – edavis@sttimothys.org.



SCAN HERE TO APPLY