

# LEXINGTON

25-26 75th Street · East Elmhurst, NY 11370-1472  
917.832.1676 (VP) · 718.350.3300 (Voice) · 718.899.9846 (Fax)

## JOB DESCRIPTION

**Department:** Residence Program

**Title:** Dorm Counselor (1<sup>st</sup> Shift, 2:30 to 11:00 PM, Female staff)

**Reports to:** Dorm Director

**Position Type:** Non-Exempt / Full-time 10-month position – Benefit Eligible

### Responsibilities:

- Supervise deaf high school students after school including homework assistance and other educational related activities
- Plan and carry-out activities designed to promote personal and social growth
- Prepare meals
- Participate in staff conferences/trainings with Lexington Educators and Residential Program staff
- Prepare reports and daily logs
- Manage dormitory unit and assume other responsibilities as designated by the Dorm Director.

### Qualifications:

- Minimally 21 years of age with a High School Diploma
- Associate /Bachelor's Degrees in Human Services related field preferred
- Valid driver's license in good standing
- Experience working with adolescents and/or in residential setting
- Fluency in American Sign Language

### Attributes:

- Excellent interpersonal skills
- Must possess a genuine interest in the academic, social and emotional growth of adolescents
- Compassionate and respect multiculturalism and diversity
- Ability to multitask and stay calm in a stressful environment

**Available:** Immediately

**Deadline:** Until filled

### For more information,

**Contact:** Carlos Aponte-Salcedo, [caponte-salcedo@lexnyc.org](mailto:caponte-salcedo@lexnyc.org)

### To Apply,

**Email Resume to:** [jobopportunities@lexnyc.org](mailto:jobopportunities@lexnyc.org) or fax resume to 718-350-3332

- (Please indicate “Residential Counselor – 1<sup>st</sup> Shift” on the subject line)

