

AFTERSCHOOL PROGRAM STAFF MEMBER

Qualifications:

- High School Graduate
- Excellent verbal and written communication skills
- Excellent interpersonal skills particularly with children
- Excellent planning/coordination skills

Reports To: SJJEC Supervising Teacher

Job Goal:

The Afterschool Program Staff Member assists in maintaining an appropriate learning environment and providing age-appropriate activities. He/she contributes his/her talents to create an excellent program and positive experience in the after-school hours and summer program hours for the students.

Performance Responsibilities:

- Monitors the safety and security of students.
- Supervises students in classroom/playground.
- Communicates effectively with Supervising Teacher and Executive Director regarding observed student behavior/progress/needs.
 - Communicates effectively with parents and families.
- Keeps accurate records of student participation/attendance.
- Assists students in completing homework/remediation activities.
- Assists in preparing instructional materials for the afterschool/summer enrichment programs.
- Ensures materials are well-managed and center property is maintained in an orderly fashion.
- Helps the center staff members maintain a respectful, safe, and nurturing learning environment.
- Participates in professional development workshops and training as needed.
- Performs other related duties as assigned.

Specific Job Requirements:

- Possess and utilize excellent interpersonal skills
- Accept delegated responsibilities willingly
- Able to work under occasional stress
- Demonstrate a high level of initiative in job performance
- Demonstrate a passion for working with children/youth

Terms of Employment: August-July Annually

After School Enrichment Program: 12-15 hours per week

Summer Enrichment Program: 15-18 hours per week

Evaluation:

Performance evaluation of this position will be conducted by the Supervising Teacher.

