

## **After School Program Assistant to Site Coordinator**

**REPORTS TO:** After School Program Site Coordinator

### **PURPOSE**

To act as a positive role model for our youth and staff, providing guidance and leadership, which will help develop and provide physical activity and cultural enrichment while helping children develop important skills to improve health, intellect and social skills.

To promote academic achievement, pro-social behavior and parental involvement.

### **GENERAL FUNCTIONS**

Under the direction of the Site Coordinator, this position is responsible for all phases of successful safe operation to the standards set by PAL and total administration of the program site. This position also serves as an after school teacher during the time that children are present. Activities include, but are not limited to, routine record keeping, setting up and documenting trainings, recruiting, training and managing volunteers, development of curriculum, production of curriculum, ordering and stocking supplies, providing leadership in the absence of the Site Coordinator, identifying, planning and attending field trips, developing and maintaining posited relationships with the day time school staff, marketing to PAL parents, building relationships with parents, and other activities of the program. The Assistant Site is responsible for supervision of all personnel and participants at their specific program site and supporting all Site Coordinator responsibilities.

In addition, the Assistant will work with the older children to update the Stanton website, create and produce a newsletter, create any and all supporting documents that are appropriate for the older children to assist with and will increase their involvement – for example, stickers, mailings to parents, books, Power Points, word searches, identifying activities that the children can do.

### **REQUIREMENTS**

The Assistant should be a motivated, team player, with good communication skills, and have a strong desire to work with children in the urban environment. Experience working with children who exhibit behavioral challenges including short attention span, lack of impulse control, difficulty accepting no for an answer, lack of non-physical problem solving skills, low tolerance for frustration, a wide diversity of academic skills, and children with diagnosed mental and emotional disorders that impact behavior, learning and functioning is highly desired.

The Site Supervisor should be patient, calm, have an excellent sense of humor, be curious about child development, flexible, demonstrate an ability to lead organized activities, and be able to create and maintain a positive learning environment. Must have previous experience working with youth and leading activities. The Assistant Site Supervisor must be at least eighteen must be fingerprinted to be submitted for criminal background checks and produce a clean record. All staff must provide a completed medical history form and proof of a negative tuberculin test prior to the date of employment.

The Assistant will work with minimal supervision because the Assistant will have an office at the school and the Supervisor's office is locate in her home office. The Assistant must be able to successfully communicate and complete work assignments while supervised via phone and email. The two will both be on site daily for 4-5 hours, with about 3 hours of that time spent with the students.