

JOB TITLE: Part-Time After School Program Leader

TYPE: Part-time (16-20 hours/week, M-Th, 3pm to 6pm)

FSLA: Non-exempt

START DATE: Sept. 30, 2019 (Some orientation time will be required prior to start date.)

SERVICE LENGTH: Contract will conclude on May 7, 2020

REPORTS TO: Director of After-School Enrichment Program



JOB SUMMARY

Under the direct supervision of the After-school Enrichment Program Director, this position will coordinate and communicate with other workers to ensure the program runs smoothly and maintains a safe, nurturing environment for children. This position will work directly with children in grades K through 6th, assisting with homework, crafts, and activities. Duties include providing help with reading/math homework, supervising activities, serving snacks, coordinating disciplinary interventions, communicating with parents and following safety procedures. Position will also interact with guest speakers and guest instructors who come to provide hands-on activities for special interest clubs. The position will also keep track of program participation, interface with teachers and families and contribute ideas to improve the program. The position will also be required to assimilate data for reporting purposes, and provide helpful information to the program director, as needed.

MINIMUM QUALIFICATIONS

- Experience working with elementary school-aged children (Preferred)
- Ability to read and perform simple mathematical computations
- Ability to understand and follow oral and written instructions
- Ability to perform physical labor (for example: lift, bend, twist, lift arms above head, etc.)
- Ability to work under time constraints
- Ability to manage simultaneous tasks and prioritize importance, including delegating tasks to others
- Ability to deal effectively with co-workers and elementary-aged (K-6th) students and families
- Ability to use technology, including email, Microsoft Word and Microsoft Excel

WORK ENVIRONMENT

This position will work primarily inside, but will be moving between spaces/classrooms, interacting with children at all grade levels.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

POSITION TYPE/EXPECTED HOURS OF WORK

This is a part-time position and will be contracted from Sept. 30, 2019 to May 7, 2020. Days and hours of work are Monday through Thursday, 3pm to 6pm.

APPLICATION GUIDELINES

Please reply with a cover letter and resume, to:

parhr@laca.org, or directly to: Human Resources, Par Excellence Academy, 1350 Granville Rd., Newark, OH 43055

You may also apply [here](#) through indeed.com.