

POSITION SUMMARY

The After School Center Assistant will work closely with the After School Center Director to assist in overseeing programming, ensuring ongoing support for students, parents, and overall high quality programming.

SCOPE AND RESPONSIBILITIES

- **Reception/hospitality/front desk management** – Assistant will help manage “the foyer,” focusing on reception of parents, monitoring child sign-in and parents’ sign-out sheets, answering telephones, handling minor discipline situations, etc.
- **The Walk & recreation supervision** – Assistant will be responsible for picking up a group of students from school, walking their group of 8-10 elementary students from the school to New City Kids. When the weather allows, students will play outside, supervised by adult staff.
- **Points systems & class parties** – Working alongside ASC Director, assistant will track the points that are awarded to children’s teams, and plan monthly parties for the teams that reach the benchmark.
- **Safety protocols** – Assistant will help stock 1st aid kits, manage fire drills, etc.
- **Special projects** – Assistant will be asked to assist with a variety of projects throughout the year (e.g.: creating signs and flyers to give parents up to date information on closings and upcoming events; helping coordinate ASC performances and open houses; etc.).
- **Classroom master teacher** – Assistant may serve as a “master teacher” for one of the performing arts or activity classes. Master teachers work closely with the teen staff members who plan and teach classes.
- **Community Time leadership** – Assistant may be asked to part of the leadership team of Community Time, either planning and leading a day each week, participating in dramas, helping lead songs, etc.
- **Tutoring floor** – Assistant may be a part of tutoring the children, either tutoring at a particular table or helping oversee a section on the tutoring floor.

QUALIFICATIONS

- Administration – is organized, can manage multiple projects simultaneously, finishes assignments on time
- Affinity for Children – enjoys children and is both loving and able to provide consistent discipline
- Christian Commitment – is a mature person of faith who strives to make Christ Lord
- Communication – able to interact with families & community members to gain trust, discern needs, and represent as an ambassador of New City Kids
- Cross-Cultural Openness – is sensitive to cross-cultural issues & relates to people of various backgrounds
- Diligence – has a proven track record of being able to finish assignments on time with a keen eye on details
- Dedicated Team Member – shows flexibility & desire to serve as a positive team member
- Driving Experience – driver’s license preferred
- Teachability – can submit to leadership, learn from others, and embrace the vision of New City Kids
- Teaching Ability – loves to teach children and is comfortable in front of both small and large groups

DETAILS

- **Compensation:** \$10-\$12/hour.
- **Hours:** Part time (15-25 hours/week) during the school year. Schedule is somewhat negotiable: generally 2:30-6:00pm weekdays.
- **Starting date:** February 2017
- **Supervisor:** ASC Director

To apply, please send cover letter and resume to
Tia Smith, After School Center Director: Tia@newcitykids.org