

## **After School Center Assistant Vroom St. Site**

### **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**

- Translate – Assistant will translate communication between the ASC, the child’s home and school in a predominantly Arabic speaking community.
- 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.
- Extra Credit – Working alongside ASC Director, assistant will help with administering and carrying out Extra Credit related assignments, as well as track progress of children.
- 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 Assistance – Assistant may at times supervise and/or aid a classroom, including teaching a lesson.
- 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, and 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.
- Computer Skills – must be able to use basic computer programs such as Microsoft Excel/Word and operate a printer.
- 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.
- 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.
- Translate (Arabic) – must fluently speak English and Arabic to ensure that communication between ASC and parents is effectively carried out.

### **DETAILS**

- Compensation: \$10-\$12/hour.
- Hours: Part time (15-25 hours/week)
- Supervisor: Alessandro Di Leonardo, Vroom St. ASC Director
- Starting date: August 28<sup>th</sup> 2017

To apply, please send cover letter and resume to  
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