

This is a part-time position requiring 15 - 20 hours of work per week – Flexible with school and other schedules. Hours will flex to accommodate bussing from elementary school, and/or, to students' homes after Program, trainings, lesson planning, and/or staff meetings. Program hours are as scheduled:

Elementary: M-F 3:30pm -6:15pm

Middle School: M-F 3:00pm-6:15pm

*Staff riding bus to elementary school have a 2:45 scheduled start time.

*Staff riding bus home will fluctuate in hours and will be back to the Center by 7pm.

Desired Qualifications:

Must enjoy being with students and foster their academic, social, emotional, and physical development through activities and lessons

Experience in facilitating activities for groups of children and able to lead by example

Capable of establishing relationships with students and staff

Ability to follow through and keep a commitment

Job duties may include:

- Supervising children in groups and individually.
- Prepare supplies and materials for daily programming
- Create and facilitate large group activities and games – Lesson Plans must be completed for each week
 - Responsibilities include: leading children in table activities, supervising snack and outdoor play, assisting children with day to day needs, maintaining a clean environment, leading large group activities, etc.
 - Design and implement activities and experiments to encourage students intellectual, creative, artistic, and athletic enrichment and abilities
 - Assist students in working on and completing the projects, and activities
- Working with children in a wide range of recreational and educational activities (i.e., homework help, tutoring, sports, table games, arts and crafts, computer room, gym/outdoor activities, etc.)
- Bus aide for transportation from Elementary school, and/or home, after program
- Helping children to learn appropriate social behaviors and helping children to cope with daily social interaction
- Mediating conflicts presented by children. Implement and support the discipline system utilized by WMFC. Efficiently redirect inappropriate student behaviors and

implement the program discipline system to effectively monitor and guide proper student behavior

- Interact with children in an effort to build self-esteem and form a comfort level with their peers; answer student questions, provide proper and appropriate examples, emotional support, a friendly attitude, and general guidance
- Assisting in serving snacks to the program participants and following the appropriate guidelines for snack (i.e. washing hands, wearing gloves, etc.)
- Maintaining daily participant attendance and snack attendance
- Notify supervisor(s) of emergency and risky situations or behaviors in a timely manner and communicate with parents concerning their child/children
- Follow and implement WMFC health and safety policies. All health and safety information is covered in Orientations, Safety Days, and CPR/First Aid trainings
- Ensure that facilities are maintained and cleaned as required
- Attend CPR, First Aid, Staff Meetings and other trainings as requested
- Demonstrate behavior that is professional, ethical, and responsible

Requirements:

- 1) Complete and turn in application
- 2) Current TB Test on file within 30 days of hire
- 3) DHS Clearance turned in before hired for position (found on website)

Application Deadline:

Open until positions are filled.

Application Process:

1) Send the following to Jillian Westphal at spreemanj@wmfc.org (Subject: ASP Job Posting):

- West Midland Family Center Application
- Resume

2) Complete the following: Print off the DHS Clearance form and take to your local DHS office.