

West Midland Family Center (WMFC)
After School Staff

Position: After School Program (ASP) Staff

Salary: Based On Experience and Qualifications

Supervisor: After School Program Supervisor, Kerianne Allemang

Application Deadline: Until Positions are Filled

Application Process:

Send the following to Kerianne Allemang at allemangk@wmfc.org (Subject: ASP Job Posting):

- West Midland Family Center Application
- Resume
- Any reference letters or reference contact information

Job Summary: This is a part-time position requiring 15 - 20 hours of work per week – Flexible with school and other schedules. Additional hours are available throughout the year in various WMFC Programs such as WMFC Summer Program, WMFC Recreation Nights and in other WMFC Departments. If interested in additional hours, please speak to the supervisor about opportunities. Hours will flex to accommodate busing from elementary school, and/or, to students' homes after program, trainings, lesson planning, and/or staff meetings.

Program hours are as follows:

- Elementary: M-F 3:00 p.m. - 6:15 p.m.
- Middle School: M-F 3:00 p.m. - 6:15 p.m.

*Staff riding bus home will fluctuate in hours and will be back to the Center no later than 7pm.

Required 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

Desired Qualifications:

- High School Diploma or higher
- Previous experience working with kids
- College courses completed in Child Development or related field

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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 with the assistance of your supervisor.
 - 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 home transportation after program and/or field trip transportation
- 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, WMFC Staff Meetings and other trainings as requested.
- Demonstrate behavior that is professional, ethical, and responsible.

Requirements:

- 1) Complete and submit a WMFC Application.
- 2) Before hiring, a **comprehensive fingerprint screening** and **TB Test** must be on file.