



***Join our staff committed to improving the lives of students and their families through community collaboration, advocacy, and programs. As Communities In Schools, we surround students with a community of support, empowering them to stay in school and achieve in life.***

**PROGRAM:** 21<sup>st</sup> Century Community Learning Center for Children First/Communities In Schools

**JOB TITLE:** Lead Learning Center Assistant

**REPORTS TO:** Afterschool & Summer Enrichment Program Manager

**EMPLOYMENT STATUS:** Full-Time Non-Exempt

**PURPOSE/OBJECTIVE:** To assist the Afterschool & Summer Enrichment Program Manager in planning and implementing afterschool and summer enrichment programming in Learning Centers and other community based sites.

#### **SUMMARY OF DUTIES/ ACCOUNTABILITIES**

- Assists Learning Center Staff with planning for afterschool and summer programming at all sites.
- Assists Afterschool & Summer Enrichment Program Manager with managing and responding to volunteers.
- Assist with management and operation of the Learning Center program at Woodridge, Pisgah View, Deaverview and other community based site(s).
- Assist with management and operation of the summer camp program at Woodridge, Pisgah View, Deaverview and other community based site(s).
- Float between Learning Centers and other community based sites.
- Assist with purchasing and the maintenance of receipts for documentation.
- Assist with various administrative tasks to ensure compliance with 21<sup>st</sup> CCLC grant and other funding sources as applicable. Including helping distribute, collect, and organize forms as well as documentation for Children First/Communities In Schools and 21<sup>st</sup> CCLC.
- Interact with children on an individual, small and/or large group level.
- Ensure the supervision, care, and safety of children at all times.
- Facilitate activities and prepare and set up supplies as needed.
- Implement behavior guidance techniques.
- Assist with data collection, monitoring, and review to make sure students are progressing toward goals.
- Prepare, serve, and clean up snacks and other meals as needed.
- Complete all paperwork in a timely manner including but not limited to; activity sheets, attendance, behavior guidance, incident reports, parent contacts, etc.
- Assist in assuring maintenance of sanitation standards.
- Complete/Maintain vehicle up-keep and cleaning weekly, as well as maintenance as needed
- Attend staff meetings and trainings.
- Follow Children First/CIS policies and procedures.
- Other duties as assigned.

## **PERSONAL REQUIREMENTS**

- Ability to project a positive professional image of the Children First/CIS to the community.
- Embrace the Children First/CIS mission of improving the lives and children, youth, and their families and empowering them to stay in school and achieve in life.
- Ability to maintain the center at or above Children First/CIS standards.
- Ability to work with diverse populations with an outgoing, friendly, and welcoming manner.
- Ability to develop a harmonious working relationship with supervisors, employees, volunteers, community partners, and the general public.
- Flexible work style that can accommodate diverse needs of children, work interruptions, and challenging situations.
- An open and creative mind that will be receptive to new and innovative ideas.
- An ability to give and receive information effectively orally and in writing.
- Ability to perform duties with considerable independence of action, decision making, and to make correct application of policies and procedures.
- Ability to plan, organize, direct, and prioritize areas of responsibility.
- Ability to do light to heavy lifting and have good physical health and endurance.
- Ability to maintain a clean, safe, and visually pleasing atmosphere for children.

## **Experience and Requirements:**

- Minimum of Bachelor's Degree with a major in an education or human service field.
- Extensive work experience, working with school age children.
- Committed to a mission of "...empowering children and their families to reach their full potential through advocacy, education and services and surrounding students with a community of support, empowering them to stay in school and achieve in life."
- Ability to work effectively with people from different backgrounds.
- Strong written and oral communication skills.
- Ability to use computers to manage data and compose reports.
- Experience in recruiting, training and supervising volunteers.
- Able to drive a 15 passenger mini bus.
- Ability to swim and supervise water activities.
- Certified in or will gain certification in CPR and First Aid

## **Work Schedule**

Work schedule will vary Monday – Friday between the hours of 8:00 am – 6:00 pm.  
Limited evening and weekends may be required.

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**Interested applicants will need to submit a cover letter, resume and three professional references by email to [employment@childrenfirstbc.org](mailto:employment@childrenfirstbc.org).**