



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: Children First/Communities In Schools

JOB TITLE: Learning Center Assistant

REPORTS TO: Afterschool & Summer Enrichment Program Manager

EMPLOYMENT STATUS: Hourly, non-exempt. Part-time. Must be available during center operating hours 1:30 p.m. to 6:00 p.m., Monday through Friday. Occasional weekend hours.

PURPOSE/OBJECTIVE: To assist the Afterschool & Program Manager and Learning Center site leaders in planning and implementing Learning Center programming.

EXPERIENCE/QUALIFICATIONS

- High School Diploma or GED
- Experience working with children
- Ability to drive a 14 passenger van or mini bus; have 5 years of driving experience

SUMMARY OF DUTIES/ ACCOUNTABILITIES

- Interact with children on an individual, small and large group level.
- Ensure the supervision, care, and safety of children at all times.
- Facilitate activities and prepare and sets 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 if needed.
- Complete all paperwork in a timely fashion; activity sheets, attendance, behavior guidance, incident reports, parent contacts, etc.
- Assist in assuring 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.

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 crisis calls.
- 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.

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required. All or any portion of this job description is subject to elimination, modification or addition at any time at the direction of the Children First/Communities In Schools.

Interested applicants will need to submit a cover letter, resume and three professional references by email to employment@childrenfirstbc.org.