

URBAN**PROMISE** MINISTRIES JOB DESCRIPTION

Position Title: CFS ASP Assistant Director Department: CFS

Reports to: After School Program Director Salary Range: (Part-Time) 15 hours a week and \$11.82 an hour

Position Summary:

The Afterschool Program Assistant Director will assist the ASPD with the implementation of a quality program that enriches the students and fosters an atmosphere which is safe, fun and structured during hours where many are otherwise vulnerable to crime and risky or otherwise unhealthy behavior. The AASPD will maintain a safe and educational learning environment for students by successfully implementing the program curriculum and daily program activities.

Essential Job Functions

1. Greet and lead students in table activities, supervising snack and outdoor play, assisting students with day-to-day needs, maintaining a clean environment, leading group activities and teaching the programs approved by the ASPD.
 2. Assist the program director in addressing the ongoing needs of the students and parents
 3. Implement program procedures effectively to ensure the safety and well-being of all students
 4. Observe, monitor, and participate in the student's daily activities.
 5. Promote a safe and healthy environment based on safety standards set within the program.
 6. Efficiently redirect inappropriate student behaviors and implement the program discipline system to effectively monitor and guide proper student conduct.
 7. Maintain accurate and organized records such as attendance records, snack records, timesheets, incident reports, and all other paperwork as instructed by the program director to ensure program compliance and quality operations
 8. Assist in cleaning and straightening of the room(s) and equipment before, during, and after the program. This includes washing tables, chairs, and toys and putting up chairs and locking the building at the end of the day.
 9. Ability to multi-task with good-humor in an environment with youth.
 10. Assist ASPD with daily student observations and assessment data to report program outcomes.
 11. Demonstrate behavior that is professional, ethical and responsible.
 12. Perform other duties as assigned.
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Essential Job Requirements:

EDUCATION Associates Degree preferred. Successful completion of higher education coursework related to education or child development.

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Experience working with diverse students in an urban setting.
Experience implementing educational programming and working with students as a teacher, teacher assistant or educational aide.

EXPERIENCE

REQUIRED SKILLS A high sense of professionalism.
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PHYSICAL REQUIREMENTS Ability to lift and move tables, chairs, materials and supplies needed to facilitate the daily program.
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