

After School Program Aide

Reports to: Program Site Director

FLSA Class: Non-Exempt

Work Hours: 30 hours per week, some evening/weekends

Base Wage: \$17.00/hr

Job Purpose:

The After School Program Aide is responsible for providing assistance to the Program Site Director in implementing an after-school program for students. To provide support to the Program Site Director by assisting in planning and implementing academic clubs, field trips, and maintaining student and staff ratios. To promote the agency's activities and goals by serving as an active member of the Literacy West team by supporting and sustaining all Literacy West operations.

Job Results and Duties:

- Provides assistance in planning and implementing after-school programming including but not limited to field trips and special events
- Maintains student and staff ratios by helping youth complete activities
- Assists in maintaining detailed attendance and all other documentation necessary for reporting
- Provides support to partners and teachers by providing assistance to learners in order to meet NYS learning standards and program objectives and outcomes
- Maintains all confidential information of the organization and their efforts
- Supports agency goals and objectives by providing program staffing and coordination as needed
- Maintain a safe environment for staff and students
- Promotes program through monthly schedules and communication with parents and school staff
- Promotes positive agency image and credibility by consistently demonstrating teamwork with Literacy West staff and collaboration agencies while maintaining professional conduct
- Contributes to Literacy West team efforts by participating in all other programs and activities as needed

Qualifications, Skills and Knowledge Requirements:

The successful After School Program Aide will have a high school diploma or higher in Education, Child Development, Psychology, Sociology, Social Work or related Human Service field AND direct experience with children and at-risk populations required. Experience working in an educational setting is preferred. Previous work experience with demonstrated reliability and organizational skills. Transportation and valid New York State Driver's license required. Experience with Microsoft computer applications and ability to communicate with and manage the electronic mail software program required. SACC clearance required with fingerprint and background clearance approval under LAWS of New York 2001, CHAPTER 180 and its subsequent amendment.