After-Care Assistant

New Hope Academy is a Christ-centered school educating a racially and socio-economically diverse student body by establishing a biblical worldview and preparing each child to flourish academically, socially, emotionally, and spiritually.

Department: Staff
Reports To: After-Care Coordinator
Classification: Staff Position
Hours: Part-time: M-F; 3:00pm-5:30pm – 10-month position (Workdays are flexible and can be selected based on availability.)
Start Date: August 11, 2026

New Hope Academy seeks an After-Care Assistant is responsible for assisting the After-care Coordinator with New Hope Academy's after-school program, referred to as "Treehouse". The assistant will provide support with the supervision of students, execution of daily programming, and basic administrative duties. The assistant will work with the After-care Coordinator to create a safe, positive, and enriching environment for students.

Primary Responsibilities:

Program Planning and Implementation:

- Implement age-appropriate enrichment and recreational activities and lessons.
- Provide homework assistance and academic support
- Ensure the safety and well-being of all students under the supervision of the After-care coordinator
- Utilize Responsive Classroom techniques to promote consistent school wide classroom management language and process
- Promote positive behavior and conflict resolution among students.
- Engage with children in a manner that will contribute to developing their self-esteem, curiosity, and thought processes in and out of the program

Minimum Qualifications and Skills

- Commitment to the mission and vision of New Hope Academy
- Relationship with Jesus Christ
- Ability and desire to work with a diverse group of individuals
- Patience, empathy, and a positive attitude.
- Ability to handle stressful situations and maintain composure.
- Commitment to creating a safe and enriching learning environment for students.
- Ability to work independently and as part of a team.

Minimum Education and Experience:

- High school diploma required.
- Relevant experience in education, child development, or a related field is preferred.

Application Process:
Please submit resume and cover letter via email to adurham@nhafranklin.org