



Our mission is to help our children **grow in wisdom** (offering tutoring opportunities for academic success) and **stature** (feeding proper nutrition with snacks/meals and wellness activities) and **in favor with God** (sharing the gospel of Jesus Christ) **and man** (instilling young men and women with Godly character).

basic function

Under general direction of the Site Director and with guidance by Regional Directors and Director of Programming assists development and implementation of student learning activities and experiences, including organizing and conducting after school and summer programming, classroom activities and monitoring of students.

duties and responsibilities

- Set a positive Christian example in word, actions, attitudes and relationships.
- Build positive relationships as a representative of the Coalition.
- Assist in planning and implementation of academic, enrichment, health, recreational extra-curricular learning experiences with students.
- Assist tutoring of students in academic subjects.
- Work effectively with students and assist with behavior management, discipline, interpersonal actions, and act as a role model.
- Help mentor students in a variety of learning and life experiences.
- Support environments that are safe, healthy and conducive to student learning.
- Promote Coalition programs to students, school staff, volunteers, and parents.
- Participate in staff training and professional development opportunities.
- Perform related duties as assigned by the Site Director, Regional Director, Director of Programming, Director of Operations, or the Executive Director.

knowledge of

- After school program office terminology, practices, and procedures.
- Techniques and methods of student supervision and behavior management.
- Basic computer and technology application.
- English usage, spelling, and writing.

ability to

- Work effectively with students of different ages, abilities, and backgrounds.
- Establish and maintain effective working relations with program and school staff.
- Learn basic first aid and safety requirements.
- Communicate effectively in oral and written expression.
- Physically perform job tasks.
- Follow directions and function with program policies and procedures.
- Must have the mental and physical stamina to respond immediately to multiple or unexpected situations or emergencies that arise in programming.

- Be accessible and available to parents every day to respond promptly with respect, sensitivity, interest, and cooperation to their concerns

education & experience

High School diploma or equivalent; experience working with children.

working conditions

This position is a part time position primarily after school hours averaging 20 hours per week.

Working conditions include physical demands:

- Physical demands include dexterity of hands and fingers to operate a computer keyboard, sitting for extended periods of time, bending at waist, kneeling, and crouching, ability to lift 60 lbs., standing for up to an hour, walking, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies. Maintain physical and mental alertness and an appropriate level of energy to perform the essential job functions.

Employment with Coalition For Kids would be an “at-will” nature and this job description does not imply an employment contract. “At-will” employment means that the employee may resign at any time and the employer may discharge an employee at any time and for any or no reason. Furthermore, an employee’s “at-will” status may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Executive Director.

acknowledgement

I understand and agree to perform the job duties described above. I understand that if I require accommodation, I will immediately discuss this with the Director of Human Resources. My signature constitutes understanding of the requirements, essential functions, and duties of the position.

Print Name

Employee Signature

Date

Director of Programming Signature

Date

