

Part Time Arts and Enrichment Student Assistant

Lauri Ann West Community Center - Pittsburgh, PA 15238

Part-time

Responsibilities

- Work cooperatively to assist Lead Instructor with activities implementation
- Supervise children
- Provide homework assistance
- Assist in leading children to the appropriate activity rooms
- Prepare snacks
- Maintain a safe, creative, respectful and welcoming environment
- Set-up and clean supplies for activities and snacks
- Assist in cleaning of activity rooms, to include Wipe tables and flat surfaces, keep sink(s) clear and clean and weekly dusting of window sills
- Organize and put away supplies
- Clear carpeted and linoleum floor of large debris and obstacles preparing them for sweeping, vacuuming and mopping from maintenance/custodial staff All other duties as assigned

\$8.00-\$9.00 Hourly

Required Skills, Knowledge and Abilities

- **Understands Program Goals and Mission**
- **Comply with Policies and Procedures**

Behavioral Competencies

- Time Management
- Customer (children/parents) Focus
- Effective Communicator
- Team Player Cooperation
- Dependable
- Accepts Supervision

Physical Requirements and Work Environment

- This position requires walking, sitting, bending, stooping, crouching, kneeling or crawling, standing for long periods, and using hand or fingers to manipulate touch or handle.
- May need to lift or push up to 15 pounds, periodically up to 30 pounds, and rarely up to 50 pounds.
- The work environment noise level is typical of an elementary classroom.
- Vision abilities required by this job include near and far vision, depth perception and to differentiate colors.

Tools and Equipment commonly used to perform this job includes

Additional Comments or working conditions not listed above

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The responsibilities outlined above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, supports the mission, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Job Type: Part-time