



# LAURI ANN WEST COMMUNITY CENTER

## JOB DESCRIPTION

### **POSITION TITLE:**

Arts & Enrichment Team Member

### **JOB TYPE:**

This is a part-time job with a minimum of 6 hours and a maximum of 15 hrs per week. The regular program hours are from 3pm to 6pm throughout the school year. Occasionally, morning or early afternoon shifts are available during holidays or in-service days.

### **SUMMARY DESCRIPTION:**

The A&E after-school program has 3 available positions: Classroom Instructor, Hallway Aide, and Programming Aide. All staff hired for the after-school program may be assigned to work in each of these roles depending on staffing needs, skill sets and experience.

Monthly schedules are created by the A&E Supervisor. All positions report to the A&E Supervisor and Programs Manager. The right candidate must be responsible, punctual, and detail-oriented with an ability to manage multiple children at a time. This person must feel confident and comfortable communicating with other instructors and parents.

### **Classroom Instructor**

This position leads engaging after-school experiences that inspire learning and exploration.

- Provide day-to-day supervision of their students (Teacher-to-student ratio of 1:12)
- Plan and implement enrichment activities, including STEM, art, dance, music, and science activities
- Take attendance at check-in/out and communicate updates to the office staff
- Develop a list of materials and supplies needed for activities
- Maintenance of daily rosters
- Promote a safe, caring, and fun environment
- In charge of daily classroom clean up (such as wiping of tables, putting away supplies, etc)

### **Hallway Aide/Check-In/Check-Out Person**

This position helps welcome participants and monitors hallways during the after-school program.

- Check in students upon their arrival from the buses
- Register student attendance in our guardian app
- Assist the A&E Supervisor with hallway management
- Take students to and from the restrooms
- Greet parents and guardians with a smile at pickup and ensure that they feel seen
- Help gather students for checkout

### **Programming Aide**

This position is responsible for students who are registered for general programming, as well as hallway duties.

- Manage the Programming students from when they get off the bus until their 4:15 pm classes
- Responsible for assisting the A&E Supervisor with hallway management
- Take students to and from the restrooms
- Gather materials for classrooms
- Assist with classroom projects when an extra hand is needed

**ALL POSITIONS - ESSENTIAL FUNCTIONS:**

- Work cooperatively and support other A&E staff
- Positively engage all parents, members, guests, and staff
- Enforce safety regulations and apply appropriate policies and procedures
- Follow all Department of Public Welfare Child Day Care licensing requirements
- All other tasks assigned by the supervisor

**QUALIFICATIONS/EDUCATION/EXPERIENCE REQUIREMENTS:**

- High School Diploma or a general educational development certificate, **and** one of the following:
  - 30 credit hours from an accredited college/university in childhood education, child development, special education, elementary education, or the human services field
  - 600 or more hours of secondary training
  - 15 credit hours from an accredited college in childhood education, child development, special education, elementary education, or the human services field, **and** 1 year of experience with children
  - Completion of a post-secondary training curriculum
  - 2 years of documented experience with children (2,500 hours)
- Ability to manage a classroom of children on their own
- Calm, patient, and engaging
- Responsible and punctual
- Detail-oriented with an ability to handle multiple children during peak hours of service
- Able to communicate well with parents as well as children
- A medical physical within the previous 12 months
- A Mantoux TB Test within the previous 12 months
- Pediatric First Aid and CPR Training
- PA State Criminal Background Check
- Child Abuse Clearance
- FBI Fingerprint Clearance
- Mandated Reporter Training

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:**

- This position requires frequent walking, sitting, bending, stooping, periodically standing for long periods, using hands or fingers to manipulate, touch, or handle, and climbing stairs.
- The work environment noise level is typical of a moderately noisy standard business with equipment running and members entering and exiting.
- Vision abilities required by this job include near and far vision, depth perception, and to differentiate colors.
- Frequently will need to lift or push up to 15 pounds, periodically up to 30 pounds.

**JOB TYPE:**

- Part Time
  - 3:00pm - 6:00pm on regular care days during the school year (students arrive via bus at 3:45pm)

**SALARY:**

\$20/hour

*The Lauri Ann West Community Center is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. The Lauri Ann West Community Center does not discriminate on the basis of disability, veteran status or any other basis protected under federal, state or local laws.*