



AFTER SCHOOL PROGRAM JOB DESCRIPTIONS

Daily responsibilities include group management, planning and leading recreation and enrichment activities, homework assistance, and building meaningful relationships.

Multi-site Programmer

Responsible for programming and curriculum support and staff management at multiple elementary after school program sites. Desirable Minimum Qualifications: high school diploma or equivalent, valid driver's license, access to personal vehicle preferred for travel between sites. Ability to organize, communicate well, prioritize and manage time efficiently.

Youth Leadership Programmer

Responsible for programming support, staff management, and leading middle school youth in the after school program at multiple sites. Develop youth leaders through delivering curriculum around leadership, prevention, and service. Desirable Minimum Qualifications: high school diploma or equivalent, valid driver's license, access to personal vehicle preferred for travel between sites. Ability to deliver curriculum-driven learning to youth. Ability to organize, motivate, communicate well, prioritize and manage time efficiently.

Site Supervisor

Responsible for overall direction, organization and supervision of staff and participants. Manages program operations, program design, daily scheduling, and provides a friendly, safe and welcoming environment. Desirable Minimum Qualifications: high school diploma or equivalent, experience working with children, experience leading a team, ability to communicate, prioritize and manage time efficiently.

Wellness Manager

Performs safety and wellness checks at various schools throughout the day; uses positive behavior management to support staff and participants. Desirable Minimum Qualifications: high school diploma or equivalent, valid driver's license, access to personal vehicle preferred for travel between sites, experience working with children, experience with social-emotional and behavioral wellness, ability to communicate, prioritize and manage time efficiently.

Group Leader

Responsible for leading a group of participants in high quality enriching activities. Supervises participants and ensures their safety and general well-being. Desirable Minimum Qualifications: Experience working with children, ability to serve as a positive role model, high level of responsibility and accountability.