



IMMEDIATE POSITION AVAILABLE JOB DESCRIPTION

Afterschool Program Assistant

The Bellaire-Puritas Development Corporation (BPDC), in tandem with Artemus Ward (K-8) School and the Greater Cleveland Neighborhood Centers Association, (GCNCA), is implementing a 21st Century Learning Center program (Partners For Student Success) for the students of Artemus Ward. Located on West 140th Street, just blocks from BPDC offices, the Youth Program Associate would work for BPDC to provide academic enrichment assistance and career exploration activities for the 6-8th grade students of the school. The motto for the school is: "Every Scholar, Every Moment, Every Day: Attend, Believe and Achieve." This is a grant-funded position during the school year and includes summer programming, and reports to the Program Coordinator.

TO APPLY:

Send resume and cover letter describing your interest (required) by email: apply@bpdc.org. Competitive hourly wage. 15-20 hour per week. No phone calls please. All applications will be acknowledged. Background check required.

The position summary and details are as follows:

Responsible for implementing best practices for reading and math instruction activities for children in grades 6-8, who are enrolled in the 21st Century Program. Our goal is to provide a positive, safe, fun and enriching environment with a focus on helping children improve their academic performance and desire to learn.

Program Functions

- Implement activities which are age appropriate; engage youth in creative learning, providing opportunities for positive skill development. Activities include, but are not limited to, tutoring in math, science, literacy, and social studies; homework assistance; educational and group games; arts and crafts; recreation; computer learning; community service; and field trips.
- Work with other program staff to create a safe and positive learning environment for youth.
- Supervise youth at all times, from their arrival at the Center until pick up by parents/guardians.
- Establish and maintain a positive and constructive rapport with parents/guardians, communicating frequently regarding program participation, concerns, and accomplishments.

- Plan, develop and implement activities to engage youth and parents during special events.
- Assist with serving snacks as part of the program schedule, assist in clean up.
- Oversee clean-up of the program space at the end of each session.

Administrative Functions

- Follow all policies and procedures established by Bellaire-Puritas Development Corporation.
- Enforce all program rules in a positive and constructive manner, educating parents/guardians as to program requirements and their responsibilities.
- Follow all policies and procedures related to the operation of a State of Ohio licensed child care center.
- Complete daily attendance records and other required documentation in a timely manner.
- Assist in the maintenance of an inventory of all program supplies related to the operation of the Youth Program.

Other

- Troubleshooting to help assure that the Center operates safely, efficiently, and effectively.
- Other duties as assigned, especially by Program Coordinator.

QUALIFICATIONS

- Enrolled in college studying education or related major, at the junior level or above preferred.
- A minimum of 1 year volunteer or work experience interacting with children ages 5-12, specifically in a group setting required.
- Proficiency in Microsoft Office Suite including Word, Excel, and Outlook.
- Excellent verbal and interpersonal skills.
- Demonstrated initiative and adeptness at managing change.
- Demonstrated organizational skills.
- Ability to manage shifting priorities and work under deadlines.
- Ability to work with a variety of people of different ages, educational levels, races, and ethnicities.
- Physically able to perform job duties on a daily basis.
- Valid driver's license required.
- Must meet the criminal background check requirements.