



Out of School Program Aide Position

Reports to: Club Manager

Classification: Non-exempt (part-time), approximately 20 hours per week

Summary

The Out of School Program Aide will support the Club Manager, and Out of School staff by ensuring the safety and well-being of all Club Members. Responsibilities include helping children with homework, supervising and leading recreational, cultural and physical activities, field trip safety, and making sure the program space is clean, inviting and safe.

Responsibilities

- Share responsibility of assuring the safety to and from scheduled activities and inside and outside program area.
- Assist the After School staff to reinforce respect and collaboration.
- Assist in the supervision of children at all times.
- Maintain attendance and other required records.
- Set up program area for activities; prepare needed equipment, supplies and materials to facilitate planned activities.
- Participate in staff meetings and trainings.
- Other duties assigned by the Club Manager.

Education and Experience

- High School Diploma, GED, or equivalent.
- A minimum of 1 year experience working with children.
- Excellent verbal and written communication skills.

Competencies

Organization	Perseverance	Initiation
Interpersonal Relations	Problem-solving	Detail-oriented
Creativity	Collaborative	Motivation

Position Type/Expected Hours of Work

This is a part-time position. Morning, evening and weekend work as required on non-school days. Occasional travel as necessary.

To Apply

Email a cover letter and resume to resumes@nbgc.org. No calls please.