

“The Hangout” Staff Job Description

Job Title: Site Staff / Tutor	Part Time: 20-25hours/week
Revision Date: 10/4/2021	Pay Rate: Based on Experience

Position Overview

A 21st CCLC Afterschool Site Supervisor will be under the direct supervision of the Director of Youth Development. They will be responsible for providing an appropriately safe, caring and enriching environment for youth enrolled in the after school program. The Afterschool Site Supervisor is responsible for conducting themselves in an appropriate manner, setting an example for youth, parents, and co-workers reflecting the mission of the after school program.

- Conducts a progressive, challenging program for youth.
- Works productively and consistently with After School Program Supervisor, other after School Program Teachers, parents, youth, and community.
- Assists in the coordination and the distribution of afternoon snacks.
- Assists in registration, preparation of calendar, attendance and student information records and evaluations.
- Maintains order and procedures during all activities; e.g. classroom, gym, playground, etc.
- Assists in ordering supplies and maintaining facility and equipment.
- Attends designated orientations and in-services.
- Transport students to and from activities and assist in preparation as required.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with homework as necessary.
- Assist in overseeing students while involved in activities.
- Provide for supplies inventory as necessary.
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Perform routine clerical duties such as preparation of instructional and classroom materials; operate copy machines; maintain classroom records; maintain attendance records.
- Provide support to co-teachers by setting up activities, work areas, displays and exhibits, operating audio-visual equipment, operating educational training equipment and distributing and collecting paper and supplies.
- Assure the health and safety of students by following health and safety practices and regulations.
- Direct group activities of students as assigned; assist in monitoring playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips.
- Perform other duties as assigned
- Maintain regular attendance