



### **Position Summary**

The School Age Staff supports the Assistant Director of Education by helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. School Age Staff are responsible for implementing developmentally appropriate activities based on children's interests and needs under the direction of the Assistant Director of Education and Director of Education.

### **Essential Duties and Responsibilities**

The essential functions include, but are not limited to the following:

- Assist in the implementation of school age program activities and encourage participation by children.
- Actively engage in activities; manage cleanliness, order, and availability of classroom materials.
- Encourage self-help and good hygiene through behavior modeling.
- Help ensure smooth, daily transitions for children.
- Follow all program policies and state regulations.
- Maintain personal professional development plan to ensure continuous quality improvement.

### **Minimum Qualifications (Knowledge, Skills, and Abilities)**

- High School Diploma or GED
- At least one year of supervised experience working with school age children in a group setting.
- Formal Training related to child or youth development.
- Child/Adult CPR and First Aid certification (willing to obtain)
- Must clear full background check and must pass health screening,
- Immunization requirements.

### **Physical Demands and Work Environment**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.
- Requirements include the ability to take frequent walks, use hands and fingers, handle objects, tools or controls, talk to and hear voices at many levels. May also be required to kneel, bend, squat or crawl.
- A specific vision ability will be required including the ability to see up close and up to a certain distance, to see colors, have peripheral vision and depth perception.
- Able to lift up to 40 lbs.
- Ability to sit or stand for a long periods time.

**Days/Hours per week:** Monday thru Friday; 2:30 pm - 6 pm (extra hours may be available)

**Job Type:** Part time, all year **Salary:** \$17 per hour plus accrue PTO

### **Benefits/Perks**

- Paid time off
- Simple IRA matching

### **Submit resume to:**

Dr. Martin Luther King Jr. Community Center

20 Dr. Marcus F. Wheatland Blvd.

Newport, RI 02842

Director of Education-Tanya Gonzalez [tgonzalez@mlkccenter.org](mailto:tgonzalez@mlkccenter.org)

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