



**AFTER-SCHOOL PROGRAM ASSISTANT**  
**EDUCATION DEPARTMENT**  
**POSTING DATE: JANUARY 9, 2024**

**POSITION SUMMARY**

Under the guidance of the Assistant Director of Education, the After-School Program Assistant helps to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education. After-School Program Assistant is responsible for implementing developmentally appropriate activities based on children's interests and needs. Responsible for ensuring a high level of program quality and working to establish a positive relationship with all program participants, their families and staff.

**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,
- Assist tutoring of students in academic subjects such as reading, writing, math, and other areas,
- Work effectively with students in after school activities and assist with behavior management, discipline, interpersonal actions, and act as a role model,
- Help mentor students in a variety of learning and life experiences,
- As needed, differentiate lessons and activities so they are appropriate for students of various ages and with various abilities,
- Actively engage in activities; manage cleanliness, order, and availability of classroom materials,
- Encourage self-help and good hygiene through behavior modeling,
- Ensures a healthy classroom environment including maintaining appropriate hygiene and cleanliness standards, safety and security of children,
- Help ensures smooth, daily transitions for children,
- Effectively manage assigned group. Maintain and enforce progressive discipline policy. Report observations and incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) to ADE.
- Communicate appropriate information to parents,
- Clean up site when children depart. Inspect and return supplies to appropriate place. Follow proper cleaning requirements and procedures,
- Attend and participate in staff meetings and site events as requested,
- Interact professionally and appropriately with children, parents, staff community members and partners,
- Maintain confidentiality for all students, families and staff,
- Follow all program policies and state regulations,
- Maintain personal professional development plan to ensure continuous quality improvement,
- Other duties as assigned by the Assistant Director of Education and/or Director of Education.

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Minimum High Diploma with demonstrated relevant equivalent experience in working with school-age children and/or youth development.
- Formal Training related to child or youth development; at least one year of supervised experience working with school age children in a group setting, preferred.
- High energy.
- Multilingual, preferred.
- Ability to work well with others.
- Regular and satisfactory attendance and punctuality are required.
- Adheres to all safety guidelines of the Center.
- Staff must be able to communicate, listen and work well with others in a team environment.
- Strong oral and written communication skills and basic computer skills.
- Child/Adult CPR and First Aid certification.
- Must clear full background check and must pass health screening.

Job Type: Part time 2:30 PM – 6:00 PM

**Benefits/Perks:**

- Paid Time Off
- Simple IRA matching
- Participation in Center's many provided services

Submit cover letter/resume to: Dr. Martin Luther King Jr. Community Center 20 Dr. Marcus F. Wheatland Blvd., Newport, RI 02842 Human Resources Manager, Cherie Hersperger – [chersperger@mlkcenter.org](mailto:chersperger@mlkcenter.org)