

The Martin Luther King, Jr. Community Center in Newport, Rhode Island is seeking part-time After School Program Assistants beginning in the fall. The Program Assistant schedule is Monday - Friday, from 2:30 pm - 6 pm. Program Assistants may work additional hours during school vacation periods if they desire. These positions offer paid time off, a SIMPLE IRA match, and subsidized childcare benefits.

The **After School Academy** at MLK is a quality after school program for students ranging from kindergarten to 5th grade.

Serving students from Newport County, we offer affordable programming in support of our students' academic success.

This position is responsible for helping to create a caring and safe environment for the children and assisting in activities to improve the overall care and quality of education; implementing developmentally appropriate activities based on children's interests and needs; ensuring a high level of program quality; and working to establish a positive relationship with all program participants, family, and staff.

#### **DUTIES AND RESPONSIBILITIES:**

- Assists in the implementation of school age program activities and encourages participation by children.
- Assists in tutoring of students in academic subjects such as reading, writing, math, and other areas.
- Works effectively with students in after school activities and assists with behavior management, discipline, interpersonal actions, and acts as a role model.
- Helps mentor students in a variety of learning and life experiences.
- Differentiates lessons and activities so they are appropriate for students of various ages and with various abilities, as needed.
- Actively engages in activities; manages cleanliness, order, and availability of classroom materials.
- Encourages 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.
- Helps ensure smooth daily transitions for children.
- Effectively manages assigned group.
- Maintains and enforces progressive discipline policy.
- Reports observations and incidents to ADE.
- Cleans up site when children depart.
- Inspects and returns supplies to appropriate place.
- Follows proper cleaning requirements and procedures.

- Attends and participates in staff meetings and site events as requested.
- Interacts professionally and appropriately with children, parents, staff community members, and partners.
- Maintains confidentiality for all students, families, and staff.
- Follows all program policies and state regulations.
- Adheres to all safety guidelines of the Center.
- Maintains personal professional development plan to ensure continuous quality improvement.
- Performs other duties as assigned by the After School Time Coordinator and/or Director of Education.

**QUALIFICATIONS:**

- High school diploma or general education degree (GED), or one to three months related experience and/or training, or equivalent combination of education and experience.
- Certificates, licenses and registrations required:  
     Child/Adult CPR and First Aid certification.

**COMPUTER SKILLS REQUIRED:**

- Word Processing Software (Word);
- Electronic Mail Software (Outlook);

**OTHER SKILLS REQUIRED:**

- High energy.
- Ability to work well with others.
- Strong oral and written communication skills and basic computer skills.
- An understanding of child development.
- Excellent leadership, organizational, and interpersonal skills.
- Must clear full background check and must pass health screening.
- Physical Demands and Work Environment
- 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.

**COMPETENCIES:**

- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Submit resume to: [jobs@mlkccenter.org](mailto:jobs@mlkccenter.org)**