

AFTERCARE ASSISTANT

Job Description Fairmount Campus

REPORTS TO: Campus Principal
2:30pm - 6:00pm
Monday - Friday

Part-Time

QUALIFICATIONS:

- High School Graduate
- Minimum of one year experience working with youth in an organized setting
- Possess excellent management, organizational and communication skills
- Desire to work in a multi-racial, urban, Christian School
- Have a commitment to Christ and urban Christian education

DUTIES & ESSENTIAL JOB FUNCTIONS

The Aftercare Assistant will be responsible for supporting the supervision and coordination of activities for 30 to 40 students at the elementary campus. The applicant must have good management skills and ability to monitor students during homework and play. Creativity is needed to develop a solid routine for students. This position will also include training with the Archdiocese of Philadelphia for the maintenance of food distribution records and food distribution mandates and procedures, greeting parents, recording attendance and dismissal duties. Scheduled hours are from 2:30 PM- 6:30 PM Monday through Friday. (*Approx. two Fridays a month 12:00 PM - 6:00 PM*)

Contact: Melissa Sanchez, Principal
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