



The City School
LIGHT TO THE CITY

AFTER CARE STAFF PERSON

The City School is a growing academic institution with two campuses, in Philadelphia, PA, whose mission is to train students' minds, disciple their hearts and bring light to the city—one child at a time. We are looking to hire a part time (3pm-6pm, M-TH; 12pm-3pm, F) Aftercare Staff Person at our lower school (K-5) who is responsible for assisting in managing the aftercare program by providing a safe environment and engaging activities for the students. The Aftercare Staff Person reports to the Principal of the Lower School.

QUALIFICATIONS

- A minimum of a high school diploma
- 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
- A commitment to Christ and urban Christian education

SPIRITUAL LIFE

- Ability to express and demonstrate a personal relationship with Jesus
- Ability to articulate the Christian foundation/philosophy of the school
- Commitment to personal growth and accountability through church membership
- Openness to kindness and candor in all relationships
- Agree to, by signing, Statement of Faith

RESPONSIBILITIES

- Responsible for supervising and coordinating daily after school activities for 30-40 students at the lower school (grades K-5).
- Develop a solid routine for students
- Utilize creativity to develop activities and projects to engage students
- Greet parents, record attendance and oversee dismissal.
- Work shift is from 3-6pm, Monday through Thursday; 12-3pm, Friday
- Assist with the accounting for the cold supper snacks received from the Archdiocese of Philadelphia
- Attend annual training sponsored by the Archdiocese of Philadelphia for the food program
- Attend and complete all required staff training / professional development days
- Follow school policies as indicated in the Faculty Handbook

To apply for this position please fill out the Faculty/Teacher Application on the Employment page of The City School website.