

## **NHCLC Club Assistant**

**Job Description: Afterschool program teaching assistant.**

**Monday – Friday 2:00 p.m.-5:30 p.m.; special occasions until 9 p.m.**

### **Qualifications:**

- 1. High School Diploma or GED equivalent.**
- 2. Must be able to clear an Alabama Department of Education Background Check.**
- 3. Must be able to lift up to 40 lbs.**
- 4. Must like children and work well with others!**
- 5. Must possess a pleasant disposition and excellent communication skills.**
- 6. Must possess character traits worthy of a good role model for students/parents.**

### **DUTIES AND RESPONSIBILITIES:**

1. Follow all policies and procedures of The CARE Center, Madison County Board of Education, local school and policies set forth for the 21<sup>st</sup> Century CLC Program.
2. Implement all daily activities of the after school program as assigned, including carrying out program schedule, participating in all program activities (including family night), monitoring and enforcing rules and regulations, maintaining a safe environment, completing and collecting any necessary paperwork and distribution and collection of club supplies.
3. Assist Site Director and Club Leaders in carrying out program objectives and collecting relevant data.
4. Assist students with homework assignments.
5. Assist in implementing school/program rules and procedures.
6. Instruct students regarding rules, model appropriate behavior, maintain strict adherence and enforcement of rules.
7. Exercise sound judgment in addressing behavior problems.
8. Maintain appropriate customer service at all times (customer=students, parents, club leaders, NHES faculty and staff, coworkers).
9. Exhibit enthusiasm for the program and curriculum being taught. Be actively involved in each club session.
10. Ensure facility and equipment is well taken care of at all times.
11. Complete and submit snack report as required.
12. Escort children to and from club activities and restrooms.
13. Issue and control equipment and supplies.
14. Attend meetings and training sessions as required.
15. Perform custodial maintenance tasks when required.
16. Other related duties as assigned.