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## **Play Study Win Inc.**

### **AFTER SCHOOL PROGRAM AIDE**

Job Title: Program Aide	Schedule: Up to 30 hours per week, varied.
Job Type: Part-Time	Pay Rate: \$12/Hour
FLSA Status: Non-exempt	
Reports to: Program Director	Site: Various

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#### **POSITION SUMMARY:**

The person selected for this position will be under direct supervision of the Program Director, and will be responsible for providing an appropriate safe, caring, and enriching environment for children enrolled in the Play Study Win after school program.

Program Aides are responsible for conducting themselves in an appropriate manner, setting the example for children, parents, and co-workers by reflecting the program core values of caring, honesty, respect, and responsibility.

#### **ESSENTIAL FUNCTIONS AND JOB DUTIES:**

- Facilitate group participation in activities.
- Assist participants with academics and recreation.
- Plan age-appropriate activities.
- Monitor participant's behavior and report to staff.
- Instruct participants in the rules and regulations of games.
- Daily communication with the Program Director.
- Perform clean up duties every day.

#### **JOB QUALIFICATIONS:**

- High School Diploma or General Equivalent Diploma.
- 0-2 years of working experience in youth development.
- Knowledge of public school environment a plus.
- Demonstrated strong communication and interpersonal skills.
- Demonstrated record of good attendance and punctuality.
- Must be fingerprinted, pass a background check, and have a physical exam.

For more information please contact the following staff member at [Play Study Win](http://PlayStudyWin.org):

Name: Daniel Wright  
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