



Play StudyWin Inc.

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a 501c3 corporation

AFTER-SCHOOL PROGRAM AIDE

Job Title: Program Aide

Schedule: Up to 20 hours per week, varied.

Job Type: Part-Time

Pay Rate: TBD

FLSA Status: Non-exempt

Revision Date: December 2014

Reports to: Program Director

Site: _____

POSITION SUMMARY:

The person selected for this position will be under the direct supervision of the Program Supervisor and will be responsible for providing an appropriately 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 Supervisor.
- 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

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

Name:

Contact Info: