



## **AFTER-SCHOOL PROGRAM FACILITATOR (Part-Time, School Year)**

### Job Summary:

Program Facilitators will supervise up to 25 middle school students, lead an arts-based social-emotional learning-influenced curriculum, oversee homework help and helpers, and act as a liaison between school administrators, staff, and WAV program director/team members.

Reports to: Program Coordinator, Director of Programming

Facilitator Responsibilities: - Duties may include, but are not limited to, the following:

- Facilitate the day-to-day operations of the after-school program, working closely with program interns, volunteers, and afterschool staff.
- Oversee program assistants, interns and volunteers, providing coaching and direction.
- Facilitate the implementation of all necessary processes to support the after-school program activities including recordkeeping, and data collection.
- Maintain and prepare daily, weekly, and monthly program data and reports. Reports include, but are not limited to fiscal data, including receipts, timesheets, supply/material requests, evaluations, attendance data and reports to the Program Coordinator per established procedures and timelines.
- Maintain and inventory supplies for program use.
- Maintain program space in accordance with school requirements.
- Maintain an inviting, safe, orderly environment.
- Monitor student behavior on site during program hours and utilize appropriate discipline measures, as necessary.
- Maintain student participation and attendance throughout the year via recruitment and retention activities, including student voice and choice engagement strategies.
- Manage daily distribution of and record keeping of meals, making records available to meal providers as requested.
- Assist students in developing positive self-esteem and interpersonal relationships with peers and adults through role modeling and constructive interaction with students, parents, and staff.
- Attend required training and meetings as requested and required.
- Be the primary point of contact for program logistics pertaining to their school site.
- Interact with parents and communicate appropriate information as needed.
- Perform related duties as assigned.

Ability to:

- Work a part-time schedule: Mon-Thurs-1:30p-5:15p or 2:30p-6:15p (Starling K-8 only), up to 18 hours per week, Oct 3rd - May 11th.
- Demonstrate strong leadership skills.
- Provide direction and assistance when necessary to assure effective implementation of the program.
- Organize work projects; establish priorities and timelines for project management and report preparation.
- Establish and maintain cooperative working relationships with program interns, volunteers, school staff and parents.
- Maintain confidentiality/confidential records.
- Work with culturally diverse students, in a manner that is both sensitive and respectful.
- Understand, interpret, and follow school policies and protocols regarding student safety, behavioral expectations, and student release procedures.

Experience and Education:

- Minimum two years of college or hold an Associate's degree.
- Five years of responsible work experience with a preference given to experience coordinating/supporting a youth program, recreation program, or other educational programs.
- Demonstrate knowledge of age appropriate classroom and behavior management skills and age appropriate activity and curriculum planning.
- Experience working with low-income underserved middle school-aged youth preferred.
- Familiarity with youth development principles and middle school-aged youth preferred.
- Possession of a valid Ohio driver's license is required.
- Familiarity with Microsoft 365 (i.e. Outlook, Word, Excel, etc.)
- Possession of a valid First Aid/CPR Certificate is required within six months from the date of hire. (Included as part of paid staff training.)
- Cleared Criminal History and Fingerprint Check

Compensation and Benefits

- \$25.00 per hour, up to 18 hours per week
- Paid holidays
- Paid training
- Annual health stipend, eligible after 90 probation period

**I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.**

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Employee Signature

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Date