

Lt. Col. Matt Urban Human Services Center of WNY

Job Description

**Job Title:** After School Program Aid

**Department:** Youth

**Reports To:** Site Coordinator

**Prepared Date:** 09/12/2017

**Summary:**

The position's primary purpose is to assist in the oversight, coordination and implementation of youth activities at the assigned Matt Urban After-School Program site.

**Essential Duties and Responsibilities:**

- Providing age appropriate enrichment activities for children and youth.
- Supporting lesson plans for academic skill building.
- Maintaining a clean space suitable for after-school activities.
- Assisting in recording daily attendance.
- Attending training mandated by all funding sources.
- Responsible for chaperoning and/or transporting children and youth as necessary for field trips.
- Responsible for helping with daily building cleanup and lockup following the dismissal of youth.

**Qualifications:**

- Experience leading youth groups and activities.
- Able to communicate effectively both orally and in writing with participants, parents, school administration, and staff.
- Must complete and submit documentation prior to employment to meet CACFP background and health requirements.

**Education and/or Experience:**

- High School diploma or 2 years' experience working with children.

**Computer Skills:**

- Microsoft Word, Outlook, Excel, PowerPoint

**Physical Demands:**

- Ability to lift at least 30 lbs. and stay on feet for at least 3 hours at a time.

**Equipment Used:**

- Computer, keyboard, monitor, phone, fax, copy machines and basic mechanical tools.