



**280 Vine St.
Hartford, CT 06112**

Mailing Address:
PO Box 320397
Hartford, CT 06132

Phone:
860.246.0132

Web:
www.hartfordcitymission.org

Board President
Mr. Scott Wilhite
scottw@hartfordcitymission.org

Executive Director
Victor J. Rush
victorr@hartfordcitymission.org

Job Description: Noah After School Site Assistant Manager
Site Location: TBA
Hartford City Mission

Hartford City Mission (HCM) is a gospel-centered, Christocentric non-profit urban ministry committed to sustainable Christian community development in Hartford's Northeast neighborhood. HCM seeks to be used of God in being a catalyst for reconciliation with a vision for community transformation that will reflect God's "shalom" and the values of His Kingdom.

Having started in 1998, HCM finds its ministry niche in reaching unchurched youth and discipling them holistically in the way of Jesus Christ. The ministry now includes a couple of after-school programs for elementary school students, a summer day camp, a middle-school ministry, a teen ministry, a summer youth employment initiative, and a college internship program. HCM also sponsors a variety of community-building initiatives—including the residential, intentional Christian community of the Vine as well as Vine Street Neighborhood BlockWatch.

This position is a part time (15-18 hours per week). Hartford City Mission seeks an employee who is passionate about encouraging urban elementary students in their academic, spiritual, and social growth. The Noah After School Assistant Manager must exhibit a relationship with God through word and deed. The Assistant will be supervised by and report to the Noah After School Site Manager.

QUALIFICATIONS:

- Genuine and growing faith relationship with God through Jesus Christ
- Committed to a gospel-centered Church (regular attendance and involvement)
- Passion for urban ministry and reaching children for Christ
- Experience working with 5-12 year old children; disciplinary skill is imperative – experience in urban context a plus
- Prior experience tutoring children in academics.
- Ability to speak Spanish a plus

RESPONSIBILITIES:

- Prior to the start of the daily program, meet with the Site Manager to discuss daily plans. If needed, assist the Site Manager in running/supervising portions of daily program.
- Set up snack for children and assist in any other set-up tasks needed.
- If needed, supervise children outside before the start of the program.
- Record children and volunteer attendance.
- Lovingly enforce discipline based on the Noah After School (NAS) rules. Participate in the behavior incentive system. Additionally, utilize the "strike" system with children in conjunction with the Site Manager.
- Help ensure that all volunteers are welcome and comfortable.
- Provide homework help for students, check homework when finished, provide reading or folder help, and encourage students to focus on task at hand.
- Help keep children on task during activity time and provide assistance to Site Manager as directed.
- During dismissal of program, supervise children walking home or being picked up parents.
- Keep the program space neat and orderly on a daily basis.
- Use positive verbal and non-verbal affirmation with children, adults, and co-workers.
- Show respect for children and ensure protection of

children by complying with Hartford City Mission's Minor Safety Policy.

- Act as appropriate chaperone during field trips.
- Maintain diligent, prompt, and responsible communication with the Site Manager.
- Participate in monthly "Family Dinner Nights" and help with any food preparations needed.
- Participate in designated staff meetings and trainings.
- When needed, assist with special events such as seasonal parties and the Noah Christmas Store.
- If needed, help promote Hartford City Mission at various churches or missions events.