



Nehemiah After School Assistant Manager Job Description

This position is part-time and temporary beginning in December 10 and ending on March 29 with no work when Hartford Public Schools is not in session. The base schedule will be Monday through Friday from 3:30-6:30 pm. Some Saturday, Sunday and evening events will be required. The Noah After School Assistant Site Manager will be supervised by and report directly to our Nehemiah After School Site Manager.

Qualifications:

- Excited by the opportunity to live out your Christian faith serving children and families in an urban environment
- Motivated to work in collaboration with HCM, the local church, and your personal network to seek potential volunteers and supporters
- Experience working with middle-school aged children in a classroom-type setting
- Experience helping middle-aged children with homework
- Self-motivated, organized, flexible, and able to work independently to meet deadlines
- Ability to work in a team setting and build positive relationships with volunteers, staff, parents, and students
- Experience in an urban context
- Associate's Degree, working on associate's degree, and/or 4 or more years of childhood development experience

Responsibilities:

- Meet with the Site Manager to discuss daily plans
- Assist the Site Manager in running/supervising portions of daily program as necessary
- Ensure that the program space is cleaned, set-up and stocked for the day
- Build positive relationships with parents, and students
- Assist students in the completion of journal and homework assignments and confirm completion
- Use the behavior management system appropriately
- Help students complete incident reflections when having behavioral issues
- Ensure students are reading books on the correct level and completing a reading log
- Ensure students have completed 30 minutes of academic activities prior to moving on to other approved activities
- Assist Site Manager with student check in and dismissal and cleaning up program space at the end of each day
- Ensure protection of children by complying with Hartford City Mission's Minor Safety Policy
- Serve as a chaperone during field trips as necessary
- Maintain consistent and prompt communication with the Site Manager
- Participate in special activities designed to connect families to the host church
- Participate in designated staff meetings, trainings, and other organizational events

If interested, please complete HCM's Employment Application and send it along with a cover letter and resume to Dave Ambrose, HCM's Executive Director:

davea@hartfordcitymission.org or P.O. Box 320397, Hartford, CT 06132-0397

Questions may also be directed by calling Dave Ambrose at 860-246-0132