



# New Hope

## Christian Academy

### **After School Program Assistant**

#### **Reports To**

After School Program Coordinator

#### **Job Summary**

We are currently seeking committed and passionate Program Assistants to lead academic and physical activities as part of our After School Program.

#### **Responsibilities and Duties**

- Project a positive image of NHCA and a cooperative spirit at all times
- Provide homework and academic support for program participants
- Facilitate and plan academic skill-building activities based on students' skill level and state educational standards
- Give and clearly explain instructions for the assignments given
- Create, plan, and facilitate engaging enrichment and physical activities for students
- Support students in developing the skills they need to be successful in school and life
- Promote a safe and positive classroom environment
- Actively supervise and ensure student safety at all times
- Model positive and proactive attitudes, behaviors, and language
- Communicate regularly with the coordinator to ensure consistency
- Ensure that all school space and equipment is left clean and orderly
- Maintain appropriate, professional and kid-friendly speech, behavior and attire all times

#### **Qualifications**

- Must pass a criminal background check
- Must be punctual and reliable
- Must be able to work every day during after school hours and commit to a full academic school year required for the position
- Must have experience working with youth
- Must have a general knowledge base of core elementary and middle school subjects
- Must be able to work independently and as part of a team
- Must be able to communicate openly in a professional manner with students, parents, community partners, and after-school and school day-staff
- Must maintain confidentiality and demonstrate a high degree of integrity

#### **Additional Information**

- Typical Program Hours: Monday - Friday 2:30-5:30
- Able to work with up to 20 youths

Interested applicants should print and complete the staff application located on the school website and submit to Debbie Casey – [dcasey@newhopememphis.org](mailto:dcasey@newhopememphis.org)