

Position Title: WIN Program Staff

Program: WIN After School

Employment Classification: Part-time school year.

8-15 hours per week, Monday - Friday; August – June

Hours scheduled will correlate with the site at which you work and the amount of time needed to fulfill job responsibilities

Reports to: Site Coordinator

JOB SUMMARY

WIN Program Staff members are responsible for interacting directly with youth enrolled in the program with the support and supervision of the site coordinator and program lead staff.

QUALIFICATIONS

1. At least 15 years old and able to obtain a work permit if under the age of 16.
2. Ability to respect confidentiality of families and staff.
3. Experience working with elementary age children preferred.
4. Strong organizational skills.
5. Strong communication skills and the ability to develop and maintain effective relationships with supervisors and students
6. An understanding of working with staff and families from diverse backgrounds and experiences.
7. Ability to maintain a calm group setting
8. Ability to address and resolve any issues and implement approved change when necessary.
9. Must be patient, flexible, understanding, respectful, responsible, dependable, and carry a high energy and sense of creativity.
10. Must be able to interact physically with children during program activities.
11. Ability to sit or stand for long periods of time.
12. Ability to lift a minimum of 50 pounds.
13. National background check required and will be paid for by employer

ESSENTIAL JOB FUNCTIONS

1. Build and maintain positive relationships with the students enrolled
2. Follow a daily schedule of tasks, sticking to times, activities, and locations as assigned
3. Plan intentional and meaningful youth development lessons as assigned
4. Lead students in activities that support and reinforce skills learned in the classroom
5. Lead students in youth development activities that build life skills
6. Maintain the program's vision and provide quality professional care in a warm and secure atmosphere with special consideration given to individual differences and needs.
7. Work closely with the site coordinator and lead program staff to ensure smooth operation of the program. This includes complying with the Sparta Area School District procedures in reporting accidents/injuries/incidents and fielding any problems at the site.
8. Responsible for providing positive direction to children, teach and encourage new skills, and ensure a safe environment for all children.
9. Be an effective communicator with children, other staff, and supervisors.
10. Attend staff meetings and trainings.

11. Adhere to guidelines and procedures as defined in the Sparta Area School District Policy Manual.
12. Understand the responsibility of self as mandated child abuse reporter.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

This can be a rather fast paced and active position. It may entail being outdoors on a daily basis (weather permitting), implementing various group activities and games. National background check required (paid for by employer).

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

****For Questions please contact Holly Church at
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EQUAL OPPORTUNITY EMPLOYER