



## JOB DESCRIPTION

JOB TITLE: Program Support, Community Learning Center

UNIT CLASSIFICATION: Hourly Position

### **MINIMUM QUALIFICATIONS**

1. 18 years of age.
2. High school diploma or equivalent.
3. Demonstrated effective oral and written communication in the English language, including correct grammar and spelling usage.
4. Background check through Washington State Patrol, as required by RCW 43.43.830. Fees apply.

### **ESSENTIAL FUNCTIONS**

1. Partner with the Program Manager to deliver dynamic Expanded Learning Programs within the lines of service of:
  - a. Academic Enrichment
  - b. Arts & Culture
  - c. Career Readiness & Life Skills
  - d. Civic Engagement & Leadership
  - e. Environmental Stewardship
  - f. Health & Wellness
  - g. Sports & Recreation
2. Guide youth safely through all activities.
3. Engage youth in academic and social enrichment activities that expand & enhance school day learning in a meaningful way.
4. Actively partner and communicate effectively with parents to provide the best participant engagement and supervision.
5. Model positive behaviors, support student learning and classroom management, maintain safety, and stay active throughout the day while leading activities.
6. Organize program materials for lessons and activities, as well as document attendance, incidents, and other observations.

7. Regularly check in with the Program Manager regarding personal and child performance metrics

### **Required Knowledge, Skills and Abilities**

1. Demonstrated ability to learn and apply new skills.
2. Demonstrated skills in organization and time management.
3. Demonstrated ability to show flexibility and good judgment.
4. Demonstrated knowledge of assigned subject area.
5. Demonstrated ability to interact positively and confidentially with individuals from diverse linguistic, cultural and ethnic backgrounds.
6. Demonstrated ability to successfully implement educational programs and manage student behavior with direction from the teacher.
7. Demonstrated ability to use excellent written and oral communication and interpersonal skills to work effectively and collegially with staff, community and students.
8. Demonstrated ability to walk, sit, squat, crawl, kneel, bend, stoop, reach and lift to attend to the physical needs of the students.
9. Demonstrated ability to lift up to 50 pounds.
10. Demonstrated ability to carry up to 30 pounds occasionally and up to 10 pounds regularly.

### **WORKING CONDITIONS**

The usual and customary methods of performing the job functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching and/or crawling; and significant fine motor dexterity. Generally, the job requires 20% sitting, 40% walking and 40% standing. The job is performed under a generally hazard free environment and job activities may vary.