



After School Support Staff

Summary

The After School Support Staff member works closely with youth. They will deliver support to the Site Coordinator and other team members to provide nutrition, enrichment, and academic and emotional support to youth.

Essential Job Duties

- Prepare and conduct, and/or support, high-quality lessons that align with grant objectives and provide academic and social enrichment to students
- Maintain a clean, tidy and safe learning environment for students on a daily basis
- Comply with DHS/LARA after school work place requirements
- Establish and maintain excellent work relationships with Site Coordinator, fellow site staff members, school staff, students, and student families
- Complete all required professional development on a timely basis
- Provide relevant student information to Site Coordinator and Site Team, meeting predetermined deadlines
- Attend After School Circle group meetings, as required
- Increase the capacity of SEEDS to better serve students, families, schools and the community at large through resource procurement and communications

Other Responsibilities

- Communicate with, and solicit assistance from other SEEDS team members to complete responsibilities, as needed
- All other duties as assigned

Position Information

- School year work hours: up to 35 hours per week, typically a Monday – Thursday work week
- Summer Program work hours: up to 35 hour per week, typically a Monday – Thursday work week

Qualifications

- Must be able to pass all required background checks
- TB test required for all staff members working 4 or more hours per week
- Must be First Aid/CPR certified (SEEDS can assist with certification)
- Must meet all DHS qualifications as stated in the **Licensing Rules for Child Care Centers** booklet

Required Skills

- Ability to work well with youth
- Self-motivated/independent worker
- Ability to effectively communicate
- Organized
- Ability to understand DHS/LARA and Michigan Department of Education program standards and requirements