



Status: Nonexempt
Title: Kids Club Assistant Coordinator/Local Leader
Department: Elementary Programs
Reports to: Kids Club Director

Position Summary:

Perform duties to provide assistance to the Kids Club Director in the execution of daily program activities. Assist in the development of program activities, behavior management, and the supervision and safety of children participating in the club, working within the limits of prescribed routines.

Essential Functions:

- Create a safe, stable, and loving environment where children can receive the academic support they need and learn skills to build honoring relationships with one another.
- Supervise students in the classroom and while playing outside. Ensure safety protocols are followed. Monitor the activities of volunteers as assigned.
- Assist with the planning and execution of the Kids Club curriculum and activities. Prepare daily lesson plans, activities, and Bible lessons for the children. Assist children with homework and offer reading support.
- Plan for and participate in field trips.
- Perform routine maintenance and cleaning activities. Ensure the common areas, windows, and bathrooms are kept clean at all times.
- Set up and breakdown the tables and chairs for lessons and activities. Prepare materials for activities. Prepare and serve snacks.
- Take attendance and collect and record payment of tuition as required.
- Maintain required trainings, taking refresher courses as needed.

Other Duties:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.



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Competency:

- Demonstrates knowledge of policies and procedures and the ability to enforce safety policies and procedures according to the organization's guidelines.
- Fluency in Spanish required.
- Fluency in Spanish required. Excellent written, verbal, and public speaking communication skills in both English and Spanish.
- Proficient in Microsoft Office software.
- Excellent classroom management and conflict resolution skills.
- Able to pass a background check

Education/Experience Requirements:

- Basic High School diploma and additional specialized training.
- Darkness to Light training (provided once hired)
- Up to one year of experience working with children.