



After School Teacher & Youth Programs Assistant

Program: Kids Club, Teens Club and Casa 2 Career & Elementary Summer Programs

Reports to: Elementary Program Manager

Status: Part Time

Period: 10-month period

Location: On-site - Chirilagua/Arlandria neighborhood, Alexandria, VA

Schedule: 25 hours per week. The hours will be primarily Monday, Tuesday, Wednesday, Thursday and Friday afternoons, with some evening time required and weekend hours needed.

Compensation: \$16.00 - \$22.00 an hour, based on experience.

About Casa Chirilagua

Casa Chirilagua is a faith-based Christian 501(c)(3) nonprofit serving the Chirilagua/Arlandria neighborhood of Alexandria, Virginia. For nearly two decades, Casa has walked alongside immigrant families through youth and family programs that support children's academic, social, emotional, and spiritual growth. Kids Club and the organization's elementary summer programs provide a calm, joyful, Christ-centered space where children experience mentoring, enrichment, trusted relationships, and belonging.

Mission: Developing relationships with families to see the Chirilagua neighborhood transformed by Christ.

Position Summary

The Casa Chirilagua After School Teacher & Youth Programs Assistant plays a fundamental role in developing and implementing high-quality programming for students participating in Casa Chirilagua's youth programs. This position serves as the primary leader for a designated group of children within the Kids Club Program, leading engaging activities, implementing lesson plans, and developing positive and nurturing relationships with students and families.

In addition, this position supports the successful implementation of the Teens Club and Casa 2 Career programs by helping ensure program operations run smoothly. The After School Teacher & Youth Programs Assistant works closely with staff, volunteers, and community partners to create meaningful experiences for youth while helping coordinate program logistics, prepare learning environments, manage supplies and snacks, and ensure activities are carried out effectively.

The After School Teacher & Youth Programs Assistant plays a key role in living out Casa Chirilagua's mission to

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develop relationships with families and see the Chirilagua community transformed by Christ. This role requires someone who is highly organized, relationally minded, and passionate about serving in a community-based, faith-driven environment. The ideal candidate is familiar with trauma-informed practices and is committed to building authentic relationships with students while helping them grow academically, socially, emotionally, and spiritually. The most important role of the After School Teacher & Youth Programs Assistant is to serve as a role model and mentor to children and youth, cultivating their gifts, strengths, and leadership potential so they can become the next generation of leaders in their families, schools, churches, and communities.

Key Accountabilities

1. Program Development and Implementation (70%)
 - Executes day to day planning, preparation, and implementation of Casa Chirilagua's elementary after-school and summer programs to support the academic, social, spiritual, and emotional development of students.
 - Delivers program lesson plans in a developmentally appropriate manner, meeting the children's physical, social, emotional, and intellectual needs.
 - Ensures the safety of the children, staying alert at all times.
 - Supports the implementation of Teens Club and Casa 2 Career programming by assisting with activities, workshops, special events, field trips, and program logistics.
 - Prepares program spaces, materials, supplies, and snacks to ensure all youth programs are organized, welcoming, and ready for participants.
 - Provides operational support across youth programs by assisting with attendance, setup, cleanup, transitions, and day-to-day program needs.

2. Relationship Building (20%)
 - Develop trusting relationships with children 5 through 12 years old to support their academic, social, spiritual, and emotional development.
 - Responsible for supervising students, planning activities and participating through care, interaction, activities, games, and projects.
 - Serves as a positive role model, demonstrates professional behavior and understands positive youth development approaches to the social, emotional, and academic development of youth.



- Has a trauma-informed approach experience.
- Facilitates a program environment that invites exploration, promotes positive play, and welcomes children.
- Adheres to the expectations outlined in ROCKS (Respect, Opt-in, Curiosity, Kind, Safe).
- Builds positive relationships with teens and young adults participating in Casa 2 Career and Teens Club programs, creating an environment where students feel known, supported, and encouraged.
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3. Volunteer Management

(10%)

- Oversee volunteers within program setting and provide clear instructions and guidance for working with students
- Support the coordination of volunteers, interns, and community partners participating in youth programs.
- Assist in ensuring volunteers and partners have the information, materials, and support needed to effectively engage with students.
- Monitor volunteer participation and communicate program needs to supervisors as appropriate.

Essential Functions:

- Create a safe, stable, and loving environment where students can receive the academic support they need and learn skills to build honoring relationships with one another.
- Supervise students and ensure Child Protection Policy protocols are followed during Kids Club programming.
- Monitor the activities of volunteers as assigned and ensure they abide by the Child Protection Policies.
- Assist with the planning and execution of the after-school and summer student programming. Prepare daily lesson plans, activities, and monthly field trips for the children in conjunction with the Elementary Programs Manager.
- Assist students with homework assignments, targeted academic support activities, and activities around the social, spiritual, and emotional development of our students.
- Lead program rotations, including but not limited to reading and math tutoring sessions, and weekly



activities.

- Create and maintain student profiles for the children in the assigned group.
- Perform routine maintenance of areas used during Kids Club program time and follow all cleaning procedures
- Set up and break down areas used for program activities, and ensure all necessary materials are in place prior to the start of the program.
- Maintain required training, taking refresher courses as needed.
- Support the implementation of Teens Club and Casa 2 Career programming, including workshops, mentoring opportunities, college and career readiness activities, and special events.
- Coordinate program setup and breakdown, ensuring classrooms, meeting spaces, materials, and supplies are prepared before each program session.
- Manage inventory of program supplies, educational materials, snacks, and equipment and communicate replenishment needs to supervisors.
- Welcome and support volunteers, guest speakers, and community partners participating in youth programming.
- Assist with family engagement events, community events, field trips, and special program activities as assigned.

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.

Qualifications

- Commitment to Casa Chirilagua's mission and values, including living out a personal Christian faith.
- Minimum high school diploma or equivalent.
- AA or BA Degree in child related field preferred.

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- Experience working with elementary school-aged children.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks efficiently.
- Effective verbal and written communication skills; comfortable communicating with families.
- Basic proficiency in Microsoft Office, especially Excel.
- Conversational Spanish and English proficiency required

Work Environment & Physical Requirements

- Primarily in-person role at Casa Chirilagua sites, including after-school and community settings. Available to support the program from 1:30 pm to 6:30 pm, Monday through Friday.
- Occasional evening and weekend hours for events and family engagement activities.
- Ability to lift and move up to 25 lbs. for program and event setup.

Send your resume, cover letter, and statement of faith to jobs@casachirilagua.org. Applications will be accepted on a rolling basis. We will contact you if you are chosen to move to the next round.