

kidsLINK AFTERSCHOOL SUPPORT STAFF – Positions available

Part Time 12 – 15 hours/week

Under the oversight of the Greater Gallatin United Way kidsLINK Afterschool Program and the school principal, Afterschool Program Staff oversee the operation of a fulltime afterschool program, implementing program activities and caring for children. In this role, you will see to children's basic needs, provide an enriching learning environment, and create a safe, compassionate "home-away-from home" for children.

Essential Duties and Responsibilities (other duties may be assigned):

- Be at kidsLINK Afterschool site from 3:00 pm – 5:45 pm, Monday – Friday
- Maintain a safe, cheerful, nurturing environment for children from a social-emotional learning perspective
- Support the Program Coordinator in program implementation
- Facilitate academic instruction and homework support
- Design and implement educational, age-appropriate enrichment activities
- Implement routine mental health check-ins to assess children's wellbeing
- Ensure the site and operation meets State childcare and standards
- Ensure COVID-19 protocols are strictly followed
- Support staff including paraprofessionals, substitutes and volunteers
- Assure proper care, cleaning and maintenance of facilities being used
- Meet periodically with Greater Gallatin United Way Staff to evaluate program

Typical Tasks

- Provide a safe and pleasant environment for the children
- Assist children with homework
- Encourage proper student behavior through the implementation of a discipline plan
- Design and implement check-in activities for mental health and wellness
- Teach sport rules, technique and good sportsmanship
- Develop and implement age appropriate craft activities
- Prepare nutritious snacks
- Communicate with parents and various school staff members
- Supervise individual and small groups of children
- Plan a variety of activities such as indoor/outdoor games, drama, and safety awareness
- Secure necessary materials and supplies
- Maintain an orderly and sanitized area
- Attend required training sessions
- Perform other duties as assigned



Employment Standards

- Graduation from high school or equivalent. Experience in after school programming preferred
- Knowledge of:
 - ✓ child development principles and practices
 - ✓ requirements of maintaining a children's center in a safe, clean, and orderly condition
 - ✓ behavior management and motivation techniques
 - ✓ health and safety practices and procedures
 - ✓ principles of training and providing work direction
 - ✓ basic record keeping methods and procedures.
- Ability to:
 - ✓ analyze situations accurately and adopt an effective course of action
 - ✓ train and provide work direction to others
 - ✓ plan and implement a variety of activities to meet the needs and interests of the children
 - ✓ read, apply and explain the rules, regulations, policies and procedures of the program, especially in accordance with school district protocols
 - ✓ prioritize and schedule work
 - ✓ use positive methods of child redirection, from a perspective of the child's social-emotional needs
 - ✓ communicate effectively with supervisors, aides, students and parents
 - ✓ understand and carry out oral and written instructions
 - ✓ establish and maintain cooperative relationships with those contacted in the course of work, including Greater Gallatin United Way kidsLINK Program Director.

For more information and to apply, contact the GGUW kidsLINK Program Director:
Karen DeCotis, karen@greatergallatinunitedway.org; 406-587-2194