

**JOB OUTLINE**  
**After School Program Associate (part-time)**

**A. QUALIFICATIONS**

1. High school degree required; Post-secondary degree desired.
2. Experience working with school-aged children.
3. The ability to:
  - a. articulate a commitment to Jesus Christ and desire to grow in one's faith
  - b. exhibit a heart for children and their families
  - c. exhibit competence with classroom management and discipline techniques
  - d. exhibit dependability, accountability, teachability and good interpersonal skills
  - e. work well with volunteers
  - f. communicate effectively
  - g. create an environment where children will feel accepted, valued, loved and where strong relationships are formed
  - h. exhibit a high energy level and willingness to play with kids
  - i. exhibit flexibility, a servant's heart and a commitment to being a team player
  - h. teach children about Jesus and to grow in their daily walk with him
4. Subscribe to and affirm the Statement of Faith of Calvary Church

**B. RESPONSIBILITIES**

The after school program associate is responsible for assisting the director in implementing program plans.

1. Assist in preparing program spaces and welcome desk for student's arrival
2. Lead Bible lessons as assigned
3. Meet weekly with the Director for planning, communication and accountability
4. Partner with volunteer staff to provide direction and encouragement
5. Build relationships with children and their families
6. Implement program's behavior management philosophy and practices
7. Assist individual children with homework while supervising the homework area
8. Lead activities (such as crafts and recreation) as assigned
9. Other duties as assigned by the Director

**C. RELATIONSHIPS**

1. Reports to the After School Program Director
2. Relates to the ASK volunteer team
3. Coordinates with other members of the church staff