



After School Program Assistant Teacher Fall 2017 – Part-Time Position

Position: After School Program Assistant Teacher – Part Time

Reports To: Site Director/Coordinator

Salary Range: \$8.38 to \$10 per hour

Starts: September 2017

Job Description: The Assistant is responsible for assisting in the everyday function of his/her group/program stations. They assist in facilitating an environment where students learn and enjoy themselves. They assist in administrative, leadership, and creative tasks associated with their group/program station.

Qualifications: Has experience/training in working with children in an education setting. This can be either public/private schools, after school or day care programs. Is able to follow directions and can assist the teacher in implementing the daily lesson plans.

General Job functions:

1. Assists in the planning and delivery of educational program in line with the goals and beliefs of the Boys & Girls Clubs of Mercer County.
2. Assist teacher in developing the student's social, physical and emotional well-being of the children, showing respect for all children.
3. Works with leadership staff to reach program goals.
4. Keeps the facility in a neat and orderly fashion.
5. Develops a relationship with parents through daily interaction with them.
6. Maintains a high standard of professional ethics and training in regards to children and education.
7. Integrates the Boys & Girls Clubs of Mercer County mission and intervention concepts into daily lesson plans.

Assistant Teachers are responsible for the following attitudes and personal qualities:

1. Enthusiasm about teaching and our program.
2. Sense of humor and implementation of an element of fun into program and daily activities.
3. Dependability and reliability.

Assistant Teachers are responsible for the following aspects of program delivery:

1. Helping with program implementation
2. Helping with classroom organization and appearance.
3. Attending PTO meetings, staff meetings, and in service trainings when applicable.
4. Implementation of assigned daily lesson plans, and preparation of supplies and equipment to do so.
5. Ensure that the children are in a safe environment at all times.
6. Communicates issues and problems to the Teacher or site director.

To Apply:

Send Cover letter and resume to the Human Resources Department of the Boys & Girls Clubs of Mercer County at: hr@bgcmercerc.org or to the following address: 212 Centre Street, Trenton, NJ 08611.