



JOB TITLE: After School Helper
DEPARTMENT: African American Family Cultural & Center (AAFCC)
CREATED DATE: March 2019
HOURS: Part Time
FLSA STATUS: Non-Exempt
EMPLOYMENT: At-Will
REPORTS TO: AAFCC Director
WORKS WITH: AAFCC Staff
SUPERVISES: None

POSITION DESCRIPTION:

BASIC PURPOSE:

Under the guidance of the AAFCC Director, this position functions as a member of the African American Family Cultural Center. The general purpose of this position is to engage and support school-aged children in our community with day to day activities after school.

WORKING RELATIONSHIPS:

Internal Relationships: AAFCC

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise children and promote safety and respect amongst all.
- Assist youth with homework.
- Prepare and serve a snack to all youth daily, and dinner 1 time a week.
- Respond to the individual needs of children and establish a stable and consistent relationships with each child.
- Must be a positive role model.
- Uses positive and constructive methods of behavior guidance.
- Provides activities that engage our youth, foster creativity and awareness of various cultural, educational, recreational, environmental and social issues.
- Cleaning and tidying of the general purpose room and ensuring the return and safe storage of equipment.
- Report, on a regular basis to the AAFCC Director regarding issues of need and/or concern.
- Regular attendance.
- Other duties and special projects as assigned.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Key Qualifications:

- High school diploma/GED.
- Experience working with school-aged children.
- Good communication and interpersonal skills.
- Must be flexible, patient and calm with children.
- Ability to follow oral and written instructions.
- Ability to prioritize multiple tasks.
- Ability to work effectively with a team.
- Ability to work independently as needed to support the group effort.
- Basic knowledge of food preparation.

LANGUAGE ABILITY:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and in small group situations to children, co-workers, and employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide. Advanced level skills a plus!

REASONING ABILITY:

Ability to comprehend and carry out instructions furnished in written, oral, or diagram form.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following lists physical demands an employee will perform on a regular basis:

- Sitting
- Walking
- Standing
- Driving
- Digging
- Reach with hands and arms
- Talking and/or hearing
- Squat, Stoop, kneel, crouch or crawl
- Lifting weights (Average 10 - 30 lbs.)
- Handwriting
- Reading
- Speaking on the phone
- Not limited to this list of activities

Duties are performed in an indoor environment, inside agency buildings/facilities with climate control.

This position regularly requires being able to work at close vision (clear vision at 20 inches or less) and to adjust focus (ability to adjust the eye to bring an object into sharp focus). Distance vision (clear at more than 20 feet), peripheral vision (ability to observe an area that can be seen up and down or to the left and

right while eyes are fixed on a given point.) and depth perception (three-dimensional vision, ability to judge distances and spatial relationships) are needed.

The typical noise level in the work environment of this position is of moderate notice. On occasion, you may be subjected to a loud noise level depending on equipment in use.

WORK ENVIRONMENT

Employee shall work in a non-hostile work environment. The employee is expected not to engage in any activity that unreasonably interferes with performance of any other employee, such as sexual harassment, illegal drug use, unlawful discrimination or any other behavior that unduly demeans or intimidates another employee.

Working with children can be stressful. As an essential function of this position, the employee must be able to handle levels of stress satisfactorily and be congenial and maintain good communications skills in order to build positive and reinforcing relationships with the children at all times.

An essential function of this position is being presentable to youth at all times. Being a constant and consistent good role model. This means you must be clean and presentable for your work shift.

PRE-EMPLOYMENT REQUIREMENTS

Any offer of employment is contingent upon taking and passing a health screening /TB test, which is required to have within the first 7-days from start date (or your most recent TB test within the last year). The examination assesses a candidate’s ability to meet the physical demands of the position with or without accommodation in accordance with applicable statutes for applicants with disabilities.

Any offer of employment is also contingent upon taking and successfully passing a criminal background investigation (fingerprinting/live scan); the guidelines set forth by the Department of Justice in accordance with the State’s Penal Code Section 11105.2.

Any offer of employment is also contingent upon having a DMV record that passes the criteria from the Agency’s insurance carrier and receiving good and valid rappoints on reference checks.

Applicants, who refuse to submit to testing or who do not pass all tests or provide required documents, will not be hired or retained in employment.

By signing this form regarding the job description outlined above, I am stating that I am able to perform the duties as outlined including the physical demands and required hours. Furthermore, I authorize African American Family & Cultural Center’s insurance carrier to pull my motor vehicle record for the underwriter’s review. In addition, I authorize the African American Family & Cultural Center to contact my previous employers and references I’ve listed on my application/resume.

Print Employee Name

Employee Signature

Date