

# After School Instructor Needed

Simpson Recreation Center (1010 Arrott St, 19124) is looking for an After School Instructor for the 2017-18 school year! The After School Program provides social and structural support to children and youth during non-school hours. You will be responsible for supervision of the participants as well as management of the program, working with the Recreation Center's staff as well as members of the Parks & Recreation staff to ensure the development of the children and program. You will carry out daily activities, ensure the safety and physical well-being of the children, maintain communication with the facility supervisor, and handle afterschool paperwork.

## **Job Responsibilities:**

- Follow policies and procedures of the Philadelphia Parks & Recreation After School Program.
- Attend staff meetings
- Meet with the Recreation facility supervisor to evaluate the children and program.
- Respect confidentiality of all staff and participants' information.
- Attend continuing education trainings required by the Philadelphia Parks & Recreation After School program.
- Keep accurate records of trainings.
- Keep accurate attendance records as well as any other documentation need for the program.
- Plan daily activities for program.
- Ensure a safe and healthy environment while completing expected tasks.
- Regularly clean up materials and classroom space.
- Support children in their emotional and physical growth.
- Assist children in their academics and encourage literacy and math skills.

## **Requirements:**

- 21 years of age or older
- Graduate of High School or G.E.D.
- Strong organizational skills.
- Complete background checks
- Complete required trainings mandated by the Philadelphia Park & Recreation After School Program.

## **In Addition:**

- Some college experience preferred.
- Strong organizational skills.
- Ability to multi-task and flexibility.
- Experience working with school age children.
- Experience working with children from diverse backgrounds.

Interested candidates should either email or fax resumes to Ms. Cynthia Young at email: [simpsonrecctr@hotmail.com](mailto:simpsonrecctr@hotmail.com) or fax 215-537-3494.