



Educate.Engage.Encourage.Equip.Empower.

520 North Street, Lancaster, PA 17602
717-393-1523
www.arborplace.org

Position: Afterschool Program Staff (Part-Time)

Supervisor(s): Program Director(s)

Schedule: Monday-Thursday w/ Availability between 2:30PM-6:30PM

General Function: Under the leadership of the Executive Director, and the direct supervision of the Program Director(s), Afterschool Program Staff lead structured activities that are designed to educate, engage, equip, encourage and empower youth in grades 2nd – 12th.

Expectations:

Youth Development

- Be a responsible and positive adult role model
- Engage students with a high level of enthusiasm and energy
- Promote and motivate participation in ASP activities
- Inspire students to make good choices about their educational, personal, physical, social, and emotional needs
- Provide recognition to students through positive validations, healthy incentives, and affirmation on a regular basis

Safety & Supervision

- Set clear boundaries for students by enforcing expectations
- Continually monitor and supervise the safety and behavior of all students in assigned program areas
- Maintain a clean, organized, and safe work environment

Professionalism

- Adhere to the ASP schedule
- Accurately track program attendance and outcomes
- Complete assigned tasks on time with minimal supervision
- Attend and make a positive contribution to team meetings and staff trainings
- Report concerns relating to students, families, staff, or facilities to the Program Director(s)



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Qualifications:

- Must be at least 18 years of age or older
- High School Diploma or GED
- Experience in youth development, education, or recreation (i.e. coaching) preferred
- Familiarity with the diverse population that The Mix at Arbor Place serves

Skills:

- Ability to adjust to a fast pace of work, think on your feet, and use common sense
- Ability to manage a group of kids with distractions/interruptions
- Ability to relate to and motivate youth of various ages
- Ability to resolve conflict and manage behavior
- Ability to communicate effectively with families, staff, volunteers, and Mix at Arbor Place supporters
- Ability to work independently and in a team-oriented environment

Physical Requirements/Work Environment:

- Ability to stand for long periods of time
- Ability to watch and listen to youth activities
- Ability to move easily across a variety of indoor and outdoor surfaces
- Ability to bend and lift a minimum 25 pounds

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Other duties assigned as needed.