

WonderKids Afterschool and Summer Enrichment Program Activity Support Staff

About this Program:

WonderKids Afterschool is a program that works with schools and community members to help children achieve emotional resilience and engage their own imaginations. The WonderKids Afterschool Program gives youth space to be children, to explore, and be curious as they move into their futures as happy, healthy, kind humans.

The Activity Support Staff will collaborate with the WonderKids Site Coordinators to ensure all children in the program are successful.

Responsibilities:

- Clearly communicate; understand instructions or ask for clarification
- Help create a welcoming and supportive environment
- Follow through in all aspects of the work, including preparation, set up, execution, cleanup, and debrief

Duties:

- Assisting with snack preparation, distribution, and food count reporting
- Supervision of children for safety during the program, including frequent counting and check-ins, and behavior guidance and feedback
- Helping children engage with the activities
- Helping the children understand activities, be kind to each other, and manage themselves to be able to enjoy the program
- Following instructions from Coordinators and Leaders in implementing restorative discipline practices
- Assisting with homework tasks
- Check email regularly during non-work hours for communication about programming
- Contact Site Admin Coordinator ASAP if you are sick or an emergency comes up and you can't be at your scheduled time for the program
- Participating in and/or completing staff reflection sheets to capture information for fund reporting requirements and also aid in the improvement of the program
- Other duties as assigned

Qualifications:

- Good organizational and communication skills
- Able to receive and follow instructions
- A good self-starter
- Punctuality
- Reliable transportation
- Attention to detail
- Experience working with children is a plus

Estimated Hours Per Week:

Summer enrichment: up to 35 hours per week, based on a five day week

Afterschool: 12 hours per week, based on a four day week

Note: that if the program is closed due to a weather or other related incident then those hours may not be made up.

Job Requirements:

Employees working with children will comply with Orleans Southwest Supervisory Union background checks, complete the mandatory WonderKids training, and must sign a contract that describes their job requirements. Employees must comply with Rural Arts Collaborative policies.

Must be able to:

- Lift program totes up to 30 lbs

- Must be able to perform extensive standing and walking for 3 hours at a time
- Carry heavier loads up to 50 lbs longer distances (from a classroom or storage area to a car in the parking lot or out to the athletic fields)
- Must be able to set up pop up tents, folding tables, and move folding chairs and other outdoor classroom equipment
- Must be able to bend, stoop, and reach materials
- Must be able to play with children outdoors, hike, and remain physically active for 3 hours at a time in all weather conditions

Position type: Grant funded, temporary

Reporting

WonderKids is operated as a program of Rural Arts Collaborative. The staffing structure is designed to enable staff to be as present as possible for the participants at all times. As a cohort, we support each other, collaborate with each other, and we all contribute to the wellbeing and development of both the students and the program itself. Within this structure, we have identified four levels of responsibility for the preparation and effectiveness of the program:

Title	Level of responsibility	Responsibility tier	Area of responsibility	Reports to
Director	Highest	1	Admin and Systems	Board of Directors
Manager	High	2	Admin, Behavior, Enrichment, Safety, or Bookkeeping	Director
Coordinator	Medium-high	3	Admin, Behavior, or Enrichment	Manager
Activity Lead	Medium	4	Daily program delivery	Coordinator
Activity Support	Low	5	Enhancement of daily program delivery	Coordinator
Volunteer or Guest	Low	6	Support or specialty job	Coordinator

The Activity Support reports directly to the Administrative Site Coordinator. The Admin Site Coordinator will help troubleshoot, organize, and care for the quality and safety of the program. The Activity Support is also expected to follow the instruction of the Activity Leader and/or Site Coordinators, and communicate with the Activity Leader, Enrichment Site Coordinator, the Behavioral Site Coordinator, and Admin Site Coordinator as needed to troubleshoot and problem solve.

WonderKids Organizational Level: Level 5 employee