



Job Title: After School Program Assistant

Reports To: After School Program Supervisor

Level	Entry	Salary Range	\$12 - \$15
Job Location	Philadelphia, PA	Travel	15%
Position Type	Seasonal (PT)	Job Shift	Varies
Education Level	HS Diploma	Job Category	Nonprofit

Urban Youth Kings & Queens mission is to educate and empower Philadelphia's children and adolescents through wellness, sports, and after-school programs to recognize their talents, pursue college, and become leaders in their communities.

Purpose

Assist in providing supervision to individual or groups of students enrolled in the UYKQ After School Program; monitor and report student progress.

Duties and Responsibilities:

- Works productively and consistently with After School Program Supervisor, parent, and youth.
- Assists in coordination and the distribution of afternoon snacks.
- Maintains bulletin boards.
- Assists in registration, preparation of calendar, attendance and student information records and evaluations.
- Maintains order and procedures during all activities; e.g. homework, classroom, gym, playground, field trips, etc.
- Assists in ordering supplies and maintaining facility equipment.
- Attends designated orientations and in-services.
- Transports students to and from activities and assists in preparation as required.
- Monitor and report behavior of students according to approved procedures; report progress regarding student performance and behavior; check and assist students with homework as necessary.

- Assist in overseeing students while involved in activities.
- Assist students by providing proper examples, emotional support, a friendly attitude and general guidance.
- Perform routine clerical duties such as operate copy machines and maintain attendance, behavior, and incident records.
- Provide support to Coordinator by setting up activities, work areas, displays and exhibits, and distributing and collecting paper and supplies.
- Confer, as needed, with Coordinator concerning programs and materials to meet student needs.
- Assure the health and safety of students by following health and safety practices and regulations.
- Direct group activities of students as assigned; assist in monitoring playground activities as assigned; assist in emergency drills, assemblies, play periods and field trips.
- Perform other duties as assigned.
- Maintain regular attendance.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Basic subjects taught in District schools, including arithmetic, grammar, spelling, language, and reading.
- Safe practices in classroom and playground activities.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Basic record-keeping techniques.

Ability To:

- Communicate and maintain effective relationships with students, parents, staff, and the public including members of ethnic communities.
- Perform routine clerical duties in support of classroom activities.
- Print and write legibly.
- Add, subtract, multiply, and divide quickly and accurately.
- Understand and follow oral and written directions.
- Learn procedures, functions and limitations of assigned duties.
- Communicate effectively both orally and in writing.
- Learn to apply and explain policies and procedures related to school and program activities.
- Work cooperatively with others.



- Monitor, observe and report student behavior according to approved policies and procedures.
- Operate instructional and office equipment, i.e. computers.
- Teach basic skills of various sports, with training.

Physical Demands:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds.

Educations and Experience:

- High School Diploma or G.E.D. Certificate
- One year experience in working with children in an organized setting

License and Other Requirements:

- PA Child Abuse Clearance
- PA Criminal Background Check
- Mandated Child Abuse Training
- FBI Clearance
- Covid-19 Vaccination
- CPR Certification (preferred)
- Other required trainings mandated by the school district (not needed at time of hire, but will be required before working).

To Apply

Application will be reviewed on a rolling basis with priority given to early applicants. Applicants should email resume and clearances to:

Urban Youth Kings & Queens, Inc.

Office of Administration

info@uykq.org

Urban Youth Kings & Queens Inc. is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.