



RANKIN CHRISTIAN CENTER – JOB POSTING

Job Title: YOUTH SUPPORT STAFF
Education Level: Associate Degree/and or equivalent experience preferred
After School - Sept - June: Monday, Tuesday, Thursday 3:00 to 8:00,
Wednesday 3:00-8:30 and Friday 1:00-6:00
(Some Saturday hours required)
FLSA Status: Part Time – Non Exempt
Date Posted: July 2021

Summary

We are a nonprofit organization dedicated to improving the education and opportunities of lower income families through strategic partnerships with community organizations and an active presence in the public school curriculum. Support staff will be assigned to a group of children and will be responsible for:

- Genuine passion for and desire to work with children
- Ensuring the safety of children at all times
- Assist with homework, food and exercise periods
- Exhibit Enthusiasm, self-control, integrity, patience and flexibility
- Helps in planning and preparing appropriate classroom activities (like crafts and educational games)
- Maintaining a clean, organized and safe program space that adheres to safety procedures
- Attend to children's academic and social needs during scheduled work hours
- Interacting with children and serving as a model of appropriate behavior
- Participate in program trainings and meetings to enrich the programming for our youth
- Follow grant requirements for programming and outcomes
- Assist in the Evening Youth Program with homework, program activities and fieldtrips under the direction of our Youth Director
- Ability to use common sense and critical thinking skills to be able to take initiative and help out where needed
- Maintains confidentiality regarding staff, children, and families

Requirements

- Preferred Associate Degree in Early Childhood Education/Child Development and or equivalent experience
- Minimum of 2 years documented experience working with young children age's five to twelve
- Strong organizational and communication skills
- Must possess or be able to obtain certifications in CPR, First Aid, and Advanced Lifesaving where applicable
- Preferred food safety certificate
- Act 33/34 Clearances and FBI Clearances
- Proficient computer knowledge (Microsoft Word, Outlook and Excel)
- During the course of a work day there is a frequent need to stand, stoop and walk
- Must be able to work hours stated above
- Some lifting required (10 to 30 lbs.)

PLEASE EMAIL/SEND RESUME AND COVER LETTER TO:

EMAIL TO - Rankinchristiancenter@gmail.com

RANKIN CHRISTIAN CENTER

ATTN: HUMAN RESOURCES DIRECTOR

230 THIRD AVENUE –RANKIN - PA - 15104

OR FAX TO - 412-436-2147