**After School Club Program Lead Purpose Statement:**

The job of ICompete After School Club Program Lead was established for the purpose of supporting the ideas and vision of the Family and Youth Specialist from October- April. The ASC lead would help students develop and strengthen academic, physical, and social skills by providing assistance and tutoring to students in the after school program. The program lead will be responsible for providing academic tutoring and enrichment and recreational activity for up to 40 students along with supervising and supporting staff and volunteer needs. The responsibility could also include lesson planning and implementing new ideas, crafts, and activities. Children attending will be bused from 3 local elementary schools in District.15. The lead is to be responsible for parent and school communication under the direction of the Family & Youth Specialist.

**Program Hours:** Monday-Thursday (varies)

**JOB DESCRIPTION:**

* Assists students, individually or in small groups, with homework assignments Ex: listening to students reading, language, spelling, math, facilitating activities, checking homework
* Helps ensure lunch program requirements are fulfilled per Greater Food Depository Standards; including binder readiness.
* Prepared to handle audits from Chicago Greater Food Depository and Village of Palatine
* Attends meetings with Family and Youth Program Specialist and staff for the purpose of reviewing and coordinating after school activities and learning new instructional techniques. In addition, any upcoming training opportunities.
* Under the direction of Family & Youth Specialist appropriately address staffing and volunteer issues and document accordingly if needed
* Implements instructional learning activities for the purpose of improving students' social, emotional, and academic growth. Lesson plans, games, crafts/activities, and coordination of sports. Meet with Family & Youth Specialist bi-weekly to lesson plan for one hour
* Maintains after school club equipment, work areas, and facility space
* Document bus complaints from Dist.15 or drivers
* Assist staff, volunteers, and interns at Edgebrook Community Center in the evening hours 5:15-7:15pm
* Willingness to lead Running Club, Topic Tuesdays as needed
* Monitors individual and/or groups of students in a variety of settings (e.g. classroom, gym, turf, lobby area, lunch program, outside activity) for the purpose of enforcing school rules and procedures regarding student behavior and participation and/or providing a safe, respectful and positive multicultural learning environment.
* Performs record keeping (e.g. copying, behavior reports, incident reports, attendance, phone calls, etc.) for the purpose of providing necessary records/materials and helping students succeed
* Help assist families with program registration or concerns-attend October Falcon Park open house, family nights, etc.
* Promotes good habits for the purpose of improving the quality of student’s outcome and encouraging student development
* Ability to represent ICompete in a mature and professional manner for donors, sponsors, or funders
* Ability to work professionally with support staff and conduct his or herself in an appropriate manner throughout duration of program times and events
* Other job duties assigned

**Job Requirements:** Punctual, friendly, organized, well-spoken, must be willing to take the initiative and lead by example, must be able to work with a variety of staff, volunteers and professionals within the community, must be able to multi-task and work in a fast paced environment, must be capable of handling emergency situations and document accordingly, willingness to stay engaged throughout the duration of program, ability to build healthy relationships within community with children and families. Attend trainings as needed. Creativity & Spanish speaking a plus.

**Other Functions:**

ICompete hired staff may be asked to work additional programs /events that are offered throughout the academic school year. Ex: Overnight Lock-In, Trunk or Treat, Better Together, ICompete Passport, etc.