

Bloomfield Garfield Corporation

5321 Penn Avenue, Pittsburgh, PA 15224
(Office 412-441-9833)

21st Century Community Learning Center--Pittsburgh LEARNS Afterschool Program

Title: Afterschool Program Support Staff

Status: Part-time

Compensation: \$8 to \$10/hour, varies with experience

LOCATION: PITTSBURGH WOOLSLAIR AND PITTSBURGH FORT PITT ALA

APPLICATION PROCESS: SEND RESUME AND COVER LETTER TO BGCAFTERSCHOOL@AOL.COM

Job Description:

During scheduled work time, all afterschool program staff are responsible for:

- Assisting in delivery of reading, math and character education for kindergarten through fifth grade students
- Helping Pittsburgh LEARNS participants improve their grades and become proficient in reading and math
- Understanding and supporting school day curriculum
- Continuously attending to children's academic and social needs during scheduled work hours
- Assisting with homework, snack, and recreational periods
- Attending and supervising students on field trips as scheduled
- Meeting with parents as instructed
- Maintaining a clean, safe program space
- Additional duties as assigned

Ideal Candidate will have:

- Experience in tutoring elementary age students
- High expectations for struggling learners
- Genuine love of children
- Good record keeping
- Previous experience leading groups
- Computer skills (Microsoft Office and the Internet)
- An education degree or currently pursuing an education degree, preferred
- Some experience preparing and delivering academic lessons, preferred

Requirements:

- Act 33, 34 and FBI clearances (or ability to obtain them), preference given to those with active clearances
- Participation in continuous professional development opportunities, some of which fall on mornings, evenings and/or weekends, throughout the year
- Availability Monday through Friday, 3pm – 6pm

