

**Work-Study Title: Hillsborough-Deering Middle/Elementary School  
After School Program Ambassador**

**Department: CLP Community Service**

**Reports to: Eugene Durkee, Director CLP**

**Length of Employment (check one) Fall \_\_\_\_ Spring \_\_\_\_ Both \_\_\_\_**

**Student Name:**

**Position #: 502F5**

**Category: Student**

**Pay rate: \$8.25/hr**

**Office Use Only**

**ID:**

### **Hours Required**

Temporary – Aug 26, 2014 – June 30, 2015, non-benefit, grant funded position.

### **Position Purpose**

To plan and implement one or more high-quality, age-appropriate academic intervention or enrichment activities in the Kid Adventures (K-5) or KIDS IN GEAR (6-8) Afterschool Program.

### **Motivations/Interests/Skills Required**

- Program Staff should have demonstrated experience or expertise in the activity they are leading and knowledge of the developmental needs of elementary and/or middle school students.
- High School Diploma or Equivalent.
- Experience working with school age children

### **Physical Requirements:**

- Sitting or standing for extended periods of time.
- Bend, kneel, and stoop to assist students.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information in person and on the phone.
- Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

### **Duties & Responsibilities**

- Works with the Afterschool Program Coordinator in designing activities that reflect the interests/needs of the students and that is engaging to the students.
- Works with the Afterschool Program Coordinator to order the necessary supplies and equipment.
- Responds appropriately to the individual needs, interests and student's progress.
- Interacts with students in a warm and respectful manner.
- Works to motivate students that are having difficulty finding a place in the program to be successful.
- Solicits feedback from students in order to improve the way the activity is being offered.
- Responsible for clean-up of program space at end of activity/day.
- Communicates with Afterschool Program Coordinator concerns regarding students in the program.
- Communicates to Afterschool Program Coordinator about unsafe and broken equipment.
- Acts a positive role model at all times.
- Arrives to program on time and prepared for daily responsibilities.
- Perform other duties in the best interest of students and the Afterschool Program that are from time to time assigned by the Director of Community Schools Programs or Afterschool Program Coordinator.

## Benefits to Student Employee

1. Contribute to efficient and productive management of the Kids in Gear program and make investments in childrens' futures
2. See students achieving and enjoying new skills
3. Experience for resume and recommendations for work well done
4. Experience in tutoring, group leadership, and curriculum planning

## Supervision

The CLP Director and the Off Campus Coordinator will supervise the student in their role as Student Community Service Coordinator.

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Supervisor's Signature

Date

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Student's Signature

Date

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Student Financial Services

Date

## Site Contact

Hillsborough-Deering Middle School After-School Program  
Hillsborough-Deering Elementary After-School Program  
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