AFTER SCHOOL PROGRAM – COORDINATOR
First & Wesley United Methodist Church
89 Center Street, West Haven, Connecticut 06516
203-933-8795 (Church office) or e-mail: firstwesleyumc@gmail.com

BASIC FUNCTION: Under the supervision of the After School Task Force leadership, develop, coordinate, and implement on a daily basis an after school program for students grades K-6. Be on site at First & Wesley United Methodist Church on every West Haven School Day from 3-6pm to carry out the program. Program runs from August 28, 2024 through June (follows the West Haven Public School calendar)

HOURS & COMPENSATION (part-time employment)
3 hours per full day that West Haven Schools are in session (no half-days)
@$8,500 per West Haven School Year

Duties include:
• Coordination and implementation of school-site activities with children
• Maintain student discipline using safe sanctuary guidelines
• Assist in planning and successful implementation of after school programs.
• Provide academic assistance and support to all students during designated times.
• Plan and implement a variety of extra-curricular activities.
• Scheduling of activities and directing of volunteers to activity areas
• Maintain student attendance records.
• Supervision of staff and volunteers
• Work and communicate well with parents and the After School Task Force
• Assisting After School Task Force in periodic evaluation of Afterschool program

Activities include:
• Homework and other academic assistance, English language assistance, technology applications, recreation, snacks, crafts, story telling

KNOWLEDGE AND ABILITIES:
• Practice principles of collaboration • Participate as an integral member with the First & Wesley TaskForce. • Communicate effectively. • Maintain timely records such as safety, behavioral reports, etc. • Use technology effectively • Preferred First Aid/CPR certified • How to de-escalate student behavior

EDUCATION, EXPERIENCE/TRAINING:
• Bilingual in English & Spanish required
• Demonstrated experience working with diverse cultures and populations
• Two year college level completed as of August 2024 preferred
• Experience as a leader in youth programs such as academic assistance, visual/performing arts, health/nutrition, technology, sports/recreation, etc.
• Basic computer and technology skills.

OTHER REQUIREMENTS: (Provided by First & Wesley United Methodist Church)
• First Aid/CPR training, Safe Sanctuary Training, Background Check

If interested, please contact the number or e-mail above by June 15, 2024