

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