

Fillmore After School Program Aide

Job description

Minimum Qualifications: High School diploma or higher in Education, Child Development, Psychology, Sociology, Social Work or related Human Services field AND direct experience with children and at-risk populations required. Transportation and valid New York State driver's license required. Experience with Microsoft computer applications and ability to communicate with and manage electronic mail software program required. SACC clearance required with fingerprint and background clearance approval under LAWS of New York 2001, CHAPTER 180 and its subsequent amendment.

Preferred Qualifications: Experience working in an educational setting preferred. Previous work experience with demonstrated reliability and organizational skills. Demonstrated communication skills in electronic format and verbal. Knowledge of the social service system and agency-based responses available for student/youth intervention services.

Reports to: Literacy West Regional Manager

Immediate Supervisor: Program Site Director

Work Site: Literacy West-Belmont, NY and Fillmore Central School Fillmore, NY

FSLA: Non-Exempt

Wage: \$15.00/hour

Term: Through June, 2026 contingent upon funding streams beyond grant period

Job Purpose: Is responsible for providing assistance to the Youth Program Site Director and club leaders in implementing an after-school program for students. To provide support to the Youth Program Site Director and club leaders by assisting in planning and implementing academic clubs, field trips, and maintaining student and staff ratios. To promote the agency's activities and goals by serving as an active member of the Literacy West team by supporting and sustaining all Literacy West operations.

Hours: 6-10 hours per week. Monday-Thursday 3:30-5:00/5:30

Responsibilities:

- Provides assistance to the FCS Club Program Site Director and club leaders by assisting in planning and implementing after-school programming including but not limited to field trips and special events
- Maintains student to staff ratios by helping youth complete activities
- Assists in maintaining detailed attendance and all other documentation necessary for reporting
- Provides support to partners and teachers by aiding learners in order to meet NYS learning standards and program objectives and outcomes
- Maintains all confidential information of the organization and their efforts
- Supports agency goals and objectives by providing program staffing and coordination as needed
- Maintains a safe environment for staff, students when school is not in session
- Ensure SACC compliance and required staff ratios
- Promotes program through monthly schedules and communication with parents and school staff
- Promotes positive agency image and credibility by consistently demonstrating teamwork with Literacy West staff and collaboration agencies while maintaining professional conduct
- Contributes to the Literacy West team effort by participating in all other programs and activities as needed

Send Resume to kcilvick@lwny.org

LWNY is an EO/AA employer.