



**Job Description**  
**After School Program Assistant**  
**2017-2018 Academic School Year**

Time: M-F: 2:45 – 5:45

Site: Sisters Park and Recreation District – Coffield Center

Start Date: May 7, 2018

Rate of Pay: \$13.50 per hour

Close Date: Please submit a resume, cover letter, and letters of recommendation by email to [sprd@sistersrecreation.com](mailto:sprd@sistersrecreation.com) by 5pm on Friday, April 27<sup>th</sup>.

**RESPONSIBILITIES**

The primary responsibility of this position is the supervision of elementary-age children in the After School Program at the Sisters Park and Recreation District Coffield Community Center in Sisters, Oregon. They will oversee daily P.E. activities, snack time, and the enrichment portion of the day. They will also serve as a liaison between parents and the Community Schools Supervisor at SPRD. Specific duties are as follows:

- Willing to obtain a food handlers card and be trained on the food distribution system.
- Manage the after school enrichment programs.
- Develop a strong rapport with students to establish a positive, focused learning environment.
- Able to set clear classroom expectations and establish a positive environment for students.
- Able to monitor adult and high school volunteer helpers as they work with the students.
- Able to develop and implement physical education curriculum.
- Able to keep accurate attendance records and maintain a record of student progress and attitudes regarding the program.
- Maintain a high level of confidentiality of information about students and policies.
- Address behavior issues as they arise and help implement any behavior plans that support students.
- Report all concerns and challenges to the Community Schools Supervisor.
- Billing families for after school services using Rectrac.
- Other duties as assigned.

**PREFERRED KNOWLEDGE, SKILLS & ABILITIES**

- Basic computer knowledge is an advantage.
- Good communication skills with children and parents.
- Must pass a background check.
- Passion for FUN!

Sisters Park and Recreation District is an Equal Opportunity Employer.