

TEL Assistant Position Description (Ages 18+)

Reports To: Activities Coordinator - Sylvia Michels

Commitment: 1-2 days a week, 3:30-6:00 p.m.

Compensation: \$16/hour

Description: The TEL Assistant will help organize and lead daily activities. This person must consistently assist in monitoring students in the after school care program, have strong leadership skills, and be a positive role model for students and interns.

Essential Functions:

- Provide a safe and fun atmosphere for students at TEL
- Work in with the Activities Coordinator to develop, plan, and implement programming
- Build and maintain positive relationships with TEL students and staff
- Oversee the TEL Program when the Activities Coordinator is absent
- Proactive response to any behavioral issues and/or concerns that arise
- Assist in distributing snacks
- Assists with keeping the TEL Center neat and orderly
- Setting out the supplies needed for the following day.

Qualifications:

- At least 18 years of age
- Experience working and interacting with children grades K-6th
- American Red Cross/CPR/First-Aid Certification or the willingness to become certified within one month of hire date
- Strong communication skills
- The ability to lead and participate with students in structured activities
- Excellent interpersonal and conflict resolution skills
- The strong ability to communicate with students and parents

Interviews: Interviews will be conducted on Thursday, August 18th.

Staff Training: Training is required for all TEL staff and is tentatively scheduled for August 19th from approximately 12 p.m. - 2:00 p.m.

Apply Online: <https://eagleridgeacademy.wufoo.com/forms/mpjqyyp18afr85/>

Application Deadline: August 17, 2022.