



Academic Support & Enrichment Assistant

Summary:

ROC ED is a non-profit organization serving youth in South Holland and surrounding communities since 2010. We are committed to providing children and youth a safe, educational, and fun place to learn, grow and socialize. Our vision is to assist youth in gaining confidence to affect positive change in their community and world.

Position:

Under the direction of an instructor, a successful assistant promotes and nurtures the enrichment of students by staying engaged, monitoring and assisting with their academic efforts, enrichment, and recreational activities.

Essential Functions:

- Assist students with academic lessons under the director of instructor
- Assist youth in engaging in fun enrichment and recreational activities
- Assist in management of the classroom by maintaining a safe, secure, and healthy environment for our students
- Assist in sanitizing tables, chairs, and materials
- Set up tables, chairs, and materials for activities
- Photocopying and material/supplies preparation
- Accurate and timely documentation of all student activities in ProCare
- Clean up space after activities
- Ability to work outdoors



Core Competencies:

- Must possess genuine care and concern for youth
- Classroom management skills that are engaging, non-oppressive, and age appropriate.
- Demonstrates an understanding of guidance and discipline principles and conflict resolution strategies.
- Able to communicate effectively with youth, co-workers, stakeholders, and families in a respectful and culturally competent manner via written and verbal communication.
- Must enjoy working with teams but can also work independently.
- Demonstrates understanding of the positive youth development philosophy.

Miscellaneous:

- Maintain punctual schedule and accurate timekeeping
- Maintains engagement with youth participants
- Abides by all established ROC ED policies and procedures.
- Assist in accurate data collection and data entry for grant and program compliance.
- Supports the mission of ROC ED
- Works collaboratively in a team setting serving the needs of youth.
- Is committed to the safety and development of all ROC ED participants.
- Serves as a role model for youth and community
- Takes on other duties as needed or assigned
- Complete a background check and/or fingerprinting

Education, Training, and Certificates:

- High School Jr. or Senior or College Student
- Minimum 2 years' experience working with elementary aged students

Mandatory Training (on site ROC ED)

- June 16, 2023
 - CPR and First Aid
 - Mandated Reporter
 - ProCare Software
- June 17, 2023
 - Staff training followed by a fun team outing

Position type: Seasonal/Temporary

Pay: From \$14.00 per hour

Schedule: Monday – Friday between 8:00 am – 6:00 pm
(Hours may vary each week based on Center needs)
June 20 – August 20, 2023

Contact: Sonya Harrington – rocedcorp@gmail.com