School District of Cudahy
Community Education and Recreation Department

OPEN POSITION – BEFORE AND AFTER SCHOOL PROGRAM SPECIALIST

Duties & Responsibilities include, but are not limited to, the following: Assist with the supervision of program participants; Plan and coordinate creative, fun, safe, and educational curriculum for the program; Build relationships with parents, children, and the school administration/teachers; Attend all meetings that are pertinent to this position including weekly and monthly staff meetings; Maintain procedures that ensure the safety of volunteers and staff and the cleanliness of program areas; Assist in daily supervision during school breaks; Participate in cleaning and maintaining the facilities and equipment; Perform other duties and responsibilities as requested.

HOURS: 7:00 - 8:15 am and 3:00 - 6:00 pm
Multiple Site Leader and Assistant positions available. Hourly rate varies based on position type and experience.

Qualifications: Minimum Age: Be at least 18 years of age; Education/ Certifications: 1-2 years of child care, youth development, before/after school care preferred; People Skills: Have the ability to work with peers, engage with elementary age children, and coordinate communication between supervisor and parents; Be highly motivated to provide quality Before/ After School opportunities to youth; Physical Requirements: See clearly, Speak fluent English, Read & write English, Bend/stoop/ twist/ Push/ Pull, Lift over 50 lbs; Ability to secure reliable transportation to work sites in all weather conditions

Job Type: Part-time

Salary: $10.00 /hour

Required education:

- High school or equivalent

Required experience:

- Working with Children: 1 year

Interested applicants should contact Sam Sujecki: sujeckis@cudahysd.org.