



**Program:** The Foundry Afterschool Academy

**Position:** Afterschool staff

**Days and Times:** Monday-Thursdays 2:30-5:00

**Summary:** The Foundry Afterschool program seeks to offer a Christ-centered ministry to come alongside students, parents, and teachers that promotes holistic community development, focusing on education, healthy living, social, and spiritual development. The Foundry afterschool program operates Monday-Thursday from 2:30-5:00 PM.

**Job Goal:** To coordinate all activities involved with the safe and effective operation of an afterschool program in alignment with the overall mission of The Foundry.

**Essential Responsibilities:**

- Assist with and participate in afterschool activities:
  - Games—making sure kids participate, gathering equipment, supervising children, jumping in and helping wherever needed
  - Snack—helping serve, engage and sit with students, help dismiss from snack and assist in cleaning up
  - Bible story—encouraging students to be attentive, sitting with them, asking questions
  - Tutoring—helping students with homework, making sure you look through backpacks for work if they say they don't have any or (if they don't have any homework) spending time reading, working on spelling words or playing educational games
  - Enrichment—helping to ensure that students are engaged and following in instructions.
- Implement behavior management. Enforce the 3 R's—Be Respectful, Responsible, and Ready. Students can earn rewards for completing jobs, homework, and demonstrating the 3 R's. Students can lose rewards for not following the 3 R's.
- Clean areas at the end of the day. Clean and sanitize tables, chairs, doorknobs, and sinks, and vacuum carpets.
- Coordinate the creation, planning, and maintenance of a safe and healthy learning environment.
- Supervise group leaders and provide learning tools for promoting a positive environment.
- Assist and monitor students and volunteers during program hours.
- Perform related duties and responsibilities as requested by Program Director.

Reports to: Director of Education