

## UrbanPromise Aftercare Lead Job Description

### Vision

The vision of UrbanPromise is to be a community in Christ of servant leadership and transformation, seeking a full life for all involved: urban youth, families, staff, and volunteers, in the neighborhoods of our city.

### Mission

The mission of UrbanPromise is to equip urban youth through Christ with the skills necessary for academic success, life management, personal growth and servant leadership.

UrbanPromise School strives to provide an excellent Christian education for our youth in academics, life skills, and leadership.

<b>Job title</b>	<i>Aftercare Lead Worker</i>
<b>Reports to</b>	<i>UrbanPromise School Principal</i>

### Job Purpose

The UrbanPromise School Aftercare Worker plans, organizes, facilitates and supervises all activity of students enrolled in the Aftercare Program at UPS. While maintaining a positive, Christian environment in line with all school policies, the staff member works in conjunction with other staff and the Principal to develop a program that engages the whole child in academic, artistic, and physical activities. In addition to the safety and supervision of students during aftercare hours, the staff member is also responsible for any other reasonable school-related responsibilities as assigned by the Principal.

### Duties and responsibilities - Staff members are expected to strive for transformative quality in everything they undertake.

#### • Foster Community in Christ

- Engage in personal spiritual development (get a mentor, bible study prayer and the like)
- Participate in staff spiritual practice events (prayer, discipleship, bible study and the like)
- Support and engage in safe practices
- Hold reporting staff accountable in UrbanPromise Wilmington's discipleship expectations.
- Engage in professional development through staff retreats, training, and team building events
- Invest and support, through actions and attitudes, the UPW community
- Actively pursue UPW support raising goals through relationship development, support letters, fig trips and the like
- Have fun

#### • General Program Responsibilities

- Schedule time for students to work on homework and offer assistance when needed.
- Organize and participate in recreational and other developmentally appropriate activities, such as games, arts and crafts and the like.
- Prepare/Oversee the preparation of daily snacks for students.

- **Classroom and Administration**

- Create and maintain a clean, orderly, and welcoming environment.
- Provide a safe environment in accordance with UPW safety policies
- Perform housekeeping duties such as cleaning to maintain cleanliness and organization.
- *Provide appropriate discipline as needed and as outlined in the the Faculty Handbook* ○
- Maintain accurate attendance records capturing arrival and departure times for all students.
- Maintain accurate meal records in accordance with the City of Wilmington Food Program.
- Keep records on each student including parent contact information, allergy & critical medical information.

- **Student Safety**

- Ensure that students are fully supervised at all times (outdoors, mealtime ,and the like)
- Provide a safe, healthy environment and abide by UPW safety procedures
- Maintain confidentiality of information regarding each student, parent/guardian. ○
- Be sensitive to indicators in the students of physical and/or emotional concerns (including issues of abuse, and take action as indicated by school/ministry policy, in accordance with state law)
- Render aid, comfort, and instruction in case of an emergency.

- **Parent Interaction and Communication**

- Develop professional, effective communication with parents/guardians to provide a coordinated experience for the child. (Phone calls, texts, email, conferences, and the like) ○
- Home visits as needed
- Attend at least one Parent Education night

- **Volunteers**

- Coordinate placement and schedule.
- Design activities that volunteer is to engage in with students.
- Keep volunteer records (sign-in, evaluations, and the like)
- Supervise, redirect when necessary, evaluate effectiveness, and provide feedback to the volunteer

- **Professional and Community Development**

- Participate in workshops, educational opportunities, and in-service sessions to further professional growth, and to enhance teamwork and organizational effectiveness at UPS. ○
- Attend and participate regularly in scheduled UPS/UPW events (chapel services, staff retreats, committee meetings, staff meetings, and the like)
- Maintain open communication with, awareness of, and respect for the larger UPW structure and its hierarchy (Executive Director, Board, and other ministry leadership) ○
- Comply with UPS policies as outlined in the Faculty Handbook (dress code, standards of conduct and the like)
- Foster a positive relationship with students both inside and outside of UPS. (occasional attendance at student events outside of UPS games, performances, recitals, and the like.)

**Direct Reports:** Aftercare aides, volunteers

**Hours/Pay:** Part-time 2:30-5:30 M-F; \$20/hour