



newcityneighbors

**New City Neighbors**  
**New City Afterschool**

Afterschool Assistant Position Description:

New City Afterschool is an exciting program that serves students from the 2nd-5th grade on Tuesdays, Wednesdays, and Thursdays from 3:30 to 6:00pm. Each day involves homework and tutoring time, an activity as well as a snack and dinner. On Tuesdays we do Bible study, on Wednesdays we do games and activities, and on Thursdays we do clubs. New City Neighbors needs an Afterschool Assistant to help plan and implement programming, and assist with set up and clean up. The Afterschool Assistant will attend staff meetings from 2:00 to 4:00 PM on Mondays, and work during the program from 3:00 to 7:00 PM Tuesday, Wednesday and Thursday. The Afterschool Assistant will work 12 to 15 hours a week and be paid \$10-\$12/hour based on experience. Paid training will take place in late September. Exact dates and times of training TBD. The position begins in late September and ends May 23.

This position is a good fit for candidates interested in youth leadership development, non-profit program development and community development work. Candidates must have experience working with children.

Responsibilities

- Help with set up and clean up each day
- Tutoring and assisting students during educational activities and homework time
- Assist with all activities, help to plan and lead activities
- Assist with serving and preparing snack
- Assist with administrative duties
- Lead a small group Bible Study
- Help organize high school staff
- Drive afterschool students to and from program in New City Neighbors vans

Expectations:

- Arrive on time for all shifts
- Professional and friendly to all students, parents, staff, and volunteers
- Have a passion or desire to work with youth
- Ability to be flexible and work together as a team
- Able to approach conflict management respectfully and appropriately
- Respectful participation in learning and devotional activities with the staff

*Interested applicants should email a resume and cover letter to Program Director Holly Hetherington, [hollyh@newcityneighbors.org](mailto:hollyh@newcityneighbors.org). For more information visit [www.newcityneighbors.org](http://www.newcityneighbors.org).*