



After School Program Aide

ORGANIZATION SUMMARY

Our mission is to prepare Los Angeles students for success in college, career, and life. Working through a network of high-performing, community-based schools and a portfolio of programs that reach students throughout LA County, LA Promise Fund creates vibrant community hubs and partnerships that foster motivated, engaged, and directed students poised for academic, professional, and personal success.

LA Promise Fund is a unique hybrid, operating programs in partnership with Los Angeles Unified School District at two traditional, comprehensive high schools and a middle school, as well as operating two charter schools in South LA. Further amplifying its impact, the LA Promise Fund runs high profile, far-reaching programs and engagement opportunities available to students and teachers across Los Angeles County.

To learn more about LA Promise Fund visit www.lapromisefund.org.

POSITION SUMMARY

Under the direction of the Director of Programs- Enrichment and Health the After School Program Aide will assist in the running of afterschool programs at LA Promise Charter High School for 20-40 students. The aide will provide supervision, resolve conflict, assist program coaches, and work with school administrators to ensure all objectives are being met. The After School Program Aide will be able to keep students engaged and build connections with them, and able to work under limited supervision with a large group of students.

PRIMARY RESPONSIBILITIES AND DUTIES

- Create and lead activities
- Assist program coaches
- Ensure students are attending programs
- Track student attendance
- Distribute, collect and organize paperwork
- Provide regular updates regarding field trips, events, practice and tournament schedules
- Assist administrators and teachers to ensure all afterschool program objectives are met
- Provide supervision of students
- Support distribution of snacks
- Support coaches and afterschool program leads with supplies
- Other duties as assigned

CANDIDATE REQUIREMENTS

Education and Experience

- BA/BS preferred; Not Required
- At least one year experience working with students

Knowledge, Skills and Abilities

- Interpersonal and communication skills
- Strong leadership
- Works well in team-oriented environments
- Create and maintain a positive attitude in the work environment
- Ability to work with others in a calm, positive, and professional manner
- Entrepreneurial - a hard worker with a high-energy level, an action-oriented individual who excels in an afterschool environment
- Ability to overcome obstacles and problem solve
- Commitment to LA Promise Fund mission
- Must clear a criminal background check
- Must have a TB test performed
- Must take Mandated Reporter training

COMPENSATION

Hourly Rate: \$15/hour

Expected weekly hours: 10-15 hours per week

Hourly compensation is commensurate with qualifications and experience.

How to Apply

E-mail your cover letter and resume to careers@lapromisefund.org.