

Program Assistant for After-School Program

Jones Memorial Community Center – Chicago Heights, Illinois

The Jones Center is seeking qualified after school program assistants for the 2017-2018 school year.

The Position: Seeking highly motivated individuals who are pro-active, team players that have a positive attitude and will be responsible for the safety and well-being of students in our program. Our kids range from 1st to 8th Grade.

Responsibilities include:

1. Teach prepared lesson plans/activities that meet individual and group needs of students that are consistent with the program goals and objective
2. Manage the appearance of the Jones Center building
3. Must be able to carry out the daily routine at the program site under the direction of the program director with limited supervision
4. Apply appropriate procedures accordingly and effectively perform the essential duties of the position
5. The ability to effectively multi-task in an open work environment
6. Perform other incidental and related duties as required and assigned

Hourly: \$10.00 to \$15.00 /Hour - Up to 14 Hours Per Week Based on Education and Experience

Part Time: M – TH; 2pm-5:30pm

Location: 220 East 15th Street - Chicago Heights, IL 60411

Knowledge/Skills Required:

- Must be a team player and must be willing to take initiative and assume responsibility
- Enjoy working with children
- Physically fit
- Good communication skills with youth, parents, staff, volunteers and the general public
- An appropriate and professional personal appearance
- Be at least 16 years of age
- Have dependable transportation
- Applicants will be screened for all background clearances.

To Apply: Please send us a resume, and have three professional references available if requested during the interview process. No phone calls, please.

Email: mgoesel@jonescenter.org

The Jones Memorial Community Center is a 501 (c) 3 charitable organization that offers an After School Program, for children in Grades 1 through 8. It is operated by a Program Director who is seeking part-time Assistants 2:00 pm to 5:30 pm Monday to Thursday during the academic year, September 11 through May 10. The Jones Center is an Equal Opportunity Employer. All your information will be kept confidential according to EEO guidelines.