



northwestern settlement

AFTER SCHOOL PROGRAMS

Northwestern Settlement
1012 N. Noble St.
Chicago, IL 60642
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northwesternsettlement.org

After School Group Worker – Part Time at Rowe Elementary Charter School

Position Overview

Under the direct supervision of the After School Coordinator, take leadership in the operation of programs by providing an afterschool educational plan and instruction to a group of approximately 25 multi-cultural children ages 5-12. Responsible for the general care and safety of children at all times. Monday-Friday 6:30am-8:30am and 2:30pm-6:30pm, non-school days 7:30am-5:30pm, scheduled vacation is the last week in August and two weeks winter break as scheduled by Rowe.

Key Duties and Responsibilities

- Direct and conduct activities for assigned After School groups at Rowe
- Delivery of innovative and fun program plans that are age appropriate and complement Rowe Elementary School's classroom curriculum focusing on the concepts of: academics, recreation, and healthy lifestyles
- Create and maintain a safe environment which promotes safety, trust, respect, and security for children, parents, and staff
- Delivery of positive child development practices regarding guidance and discipline using core values of: pride, success, and honor
- Complete and maintain required program plans and logs, reports, program assessments and documentation on a weekly basis
- Delivery of scheduled program activities, both in and out of the classroom, special events and field trips
- Supervise, monitor and coach assisting adults and adult/teen volunteers
- Attend and actively participate in required staff meetings, events, and trainings
- Excellent punctuality and attendance skills
- Follow all Policies and Procedures for Settlement and Rowe; including confidentiality in daily work
- Complete training requirement: ECE Credential, SAYD Credential, Mandated Reporter, First Aid & CPR, Food Handler
- Other duties as assigned

Minimum Required Educations/Skills/Experience

- At least 20 years old, meet all State of Illinois Licensing Standards
- Minimum of 30 semester hours or credit with 6 semester hours related to school age childcare or 1560 clock hours in a licensed day care center or High School Diploma/GED Certificate plus 3120 clock hours experience in school age child care or related fields in a licensed day care center
- Spanish fluency preferred, but not required
- Ability to relate to multi-culture community
- Ability to accept guidance and supervision

Application Process

Interested candidates contact Ms. Martha Castillo, After School Coordinator, at mcastillo@nush.org. Submit a resume, college transcripts, three professional references, and cover letter explaining why you would be an ideal fit for this position and organization.

Statement of non-discrimination

Northwestern University Settlement Association does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.