



1081 Broadway, Buffalo, NY 14212 | 716-893-7222 | www.urbanctr.org

**Lt. Col. Matt Urban Human Services Center of WNY
Job Posting**

Job Title: After School Program Aide

Department: Youth

Reports To: Site Coordinator

Prepared Date: 09/12/2017

Updated: 9/16/2020

Summary:

The position's primary purpose is to assist in the oversight, coordination and implementation of youth activities at the assigned Matt Urban After-School Program site.

Essential Duties and Responsibilities:

- Providing age appropriate enrichment activities for children and youth.
- Supporting lesson plans for academic skill building.
- Maintaining a clean space suitable for after-school activities.
- Assisting in recording daily attendance.
- Attending training mandated by all funding sources.
- Responsible for chaperoning and/or transporting children and youth as necessary for field trips.
- Responsible for helping with daily building cleanup.
- ***Provide classroom management and other duties assigned via a virtual platform.***

Qualifications:

- Experience leading youth groups and activities.
- Able to communicate effectively both orally and in writing with participants, parents, school administration, and staff.
- Must complete and submit documentation prior to employment to meet OCFS background and health requirements if required

Education and/or Experience:

- High School diploma or 2 years' experience working with children.

Computer Skills:

- Microsoft Word, Outlook, Excel, PowerPoint

Physical Demands:

- Ability to lift at least 30 lbs. and stay on feet for at least 3 hours at a time.

The Matt Urban Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age or veteran status.



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Equipment Required:

- ***Computer, keyboard, monitor, laptop or tablet with camera and microphone capabilities. Hi-speed, reliable internet service.***
- ***A designated area free of disruptions and distractions during classroom hours.***

Please submit your cover letter and resume to Danyel Sease, Director of Community Services, at dsease@urbanctr.org. For more information about the Matt Urban Center visit www.urbanctr.org

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