

Curriculum Manager Assistant

Reports To: 21st CCLC Grant Manager/Site Coordinator

Employment Status: Part-Time

FLSA Status: Exempt

Qualifications:

- Required experience hours working with children and youth in a large group setting.
- Desired minimum of an Associates Degree in Child/Youth Development, Recreation, or related field. Minimum of a high school diploma or GED
- At least 21 years of age
- Valid Ohio Drivers License
- Experience, preferably in a child care or youth development program setting.

General Description: Will collaborate with the 21st Century Community Learning Center Program Grants Manager/Site Coordinator, Tutors other project partners to align the academic, enrichment, youth development, family engagement and other support services with the objectives of the grant and assure that the activities meet the needs of the population that the program serves.

General Responsibilities include:

- Assist other 21st CCLC staff in integrating academic support and enrichment in all program activities.
- Implement engaging lessons and activities for students that support enrichment, character development, social skill development, life skills training, and recreational opportunities.
- Work with students one on one or in a small group setting to ensure appropriate and successful delivery of programs that meet the needs of the individual learners participating in the program.
- Model and reinforce desired character and social skills within the context of a safe, supportive physical and emotional environment.
- Assist with snacks and nutrition education
- Ensure the safety and supervision of all program participants by monitoring attendance and safe arrival and departure procedures
- Communicate with parents, other school and program staff, and project partners to offer support and continuity of services.
- Ensure compliance with Ohio Department of Education Licensure requirements
- Other duties as assigned by supervisor.