



## Assistant Site Director Job Description

**Learning Club seeks an Assistant Site Director who is passionate about serving high-risk children, organized, an excellent interpersonal communicator, and creative in finding ways to better assist children with academic, social, and behavioral challenges. The Assistant Site Director must be a self-starter who will work as part of a dynamic team to create a positive, pivotal educational experience for our students.**

### **Specific duties include:**

- Provide primary operations and behavior support during Learning Club tutoring sessions both during in-school reading programs and after-school sessions. This includes:
  - Assist with student and volunteer management
  - Help to create a structured, respectful, disciplined environment that promotes learning for everyone
  - Assist with record keeping
  - Tutor one to three students as needed during a session
  - Occasionally contact students and parents by phone or text
  - Help with classroom, site, and office organization
  - Any other duties needed to help each session operate smoothly and effectively
- Manage snacks for each site, ensuring a good variety of healthy snacks are on hand for each session.
- Manage prize organization and display for each site. Efforts should be made to have a good variety of appropriate prizes on display at all times.
- Meet with other staff, as well as Site Teams once a week for planning purposes.
- Other occasional duties to assist with the operation of the program.

**Schedule:** 30-35 hours a week including two-three evenings (until roughly 6pm) per week when school is in session. Employment is for the academic year, with the possibility of summer employment.

**Location:** Office at Blessed Sacrament site, 2203 Parallel Ave., Kansas City, KS. Program sites are located throughout the core of Kansas City, Kansas.

**Compensation:** Hourly wage, commensurate with experience and skills, \$16-20 per hour

**Start Date:** August 2022

Inquiries and résumés may be directed to Human Resources Manager  
Brooke VanHecke at [Jobs@LearningClubKCK.org](mailto:Jobs@LearningClubKCK.org)