



Assistant Site Director Job Description

The 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 a Learning Club tutoring session. 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 organization
 - Any other duties needed to help each session operate smoothly and effectively
- 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.
- Manage snacks for each site, ensuring a good variety of healthy snacks are on hand for each session.
- Meet with other staff, as well as Site Director, Director of Operations and/or Executive Director once a week for planning purposes.
- Other occasional duties to assist with the operation of the program.

Work Schedule:

Hours: 18-20 hours per week, with the possibility of full-time extension

Schedule: Three to four afternoons/evenings per week, plus other hours on a flexible basis during the school year

Location: At four Learning Club sites in the urban core of Kansas City, KS and Kansas City, MO each afternoon at a different site

Compensation: Hourly wage, commensurate with experience and skills, \$14-18 per hour

Start Date: Flexible, late July 2019

Inquiries and résumés may be directed to Laura Swan, Director of Operations, at LSwan@LearningClubKCK.org, ph. (734) 308-9399, or Learning Club of KCK, 2203 Parallel Ave. Kansas City, KS 66104.

www.LearningClubKCK.org