



## 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 education 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, ensuring a good variety of healthy snacks are on hand for sessions
- Manage prize organization and display for each site.
- 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:

- Full-time option: 30-35 hours a week including three to four evenings (until roughly 6pm) per week when school is in session depending on organizational needs. Employment is for the academic year, with the possibility of summer employment.
- Part-time option: 15-25 hours a week including three to four evenings (until roughly 6pm) per week when school is in session depending on organizational needs. 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:** \$17-22 per hour; commensurate with experience and skills,

**Start Date:** August 2023

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