



## Support Staff Job Description

**The Learning Club seeks a Support Staff Member who is passionate about serving high-risk children, organized, and creative in finding ways to better assist children with academic, social, and behavioral challenges.**

### **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 students with online schoolwork
  - Assist with record keeping
  - Help with classroom organization
  - Any other duties needed to help each session operate effectively
  - Maintain strict health and safety protocols
- Assist with prize organization and display for each site. Efforts should be made to have a good variety of appropriate prizes on display at all times.
- Assist with snacks for each site, ensuring a good variety of healthy snacks are on hand for each session.
- Assist with administrative operations at the Learning Club office, including: preparing educational materials, file and data maintenance, as well as sorting and organizing items for storage.
- Other occasional duties to assist with the operation of the program.

### **Work Schedule:**

**Hours:** 10-15 hours per week

**Schedule:** Flexible based on class schedule, between 9am-6pm, Monday through Thursday, no weekends

**Location:** At Learning Club sites in Kansas City, Kansas

**Compensation:** \$12/hour through Donnelly College Work Study Program

Must be a currently enrolled Donnelly College student, eligible for Work Study (Contact Lauren at 913-621-8741 if you have questions about eligibility.)

**[www.LearningClubKCK.org](http://www.LearningClubKCK.org)**

**SCAN  
TO  
APPLY:**

