



## Assistant Director of Learning Club Teaching Internship Job Description

The Learning Club seeks an Assistant Director of our Teaching Internship who is passionate about serving high-risk children from high school to primary grades, skilled with building and maintaining positive connections with students, and can efficiently perform logistical tasks. This professional will assist the Internship Director to organize, coordinate, and support about 80 high school interns from four public high schools in KCK (about 20 per high school) to tutor younger students after school. The Assistant Director will be responsible for supporting the program Director during tutoring sessions and for coordinating the logistics of transportation.

### Job Requirements:

- Experience working with high school and/or elementary age students
- Minimum of a high school diploma or equivalent
- Ability to work Monday through Thursday evenings during a typical school year
- License to drive with clean driving record
- Ability to drive 15-passenger van to transport high school interns
- Ability to communicate well orally and in writing with students of various ages, families, and volunteers from the community

### Specific duties include:

- Transporting high school interns in a 15-passenger van and maintaining the vehicle as needed (ensuring there is enough gas, keeping interior clean, etc.)
- Assisting the Internship Director in planning and implementing a training program for the interns each week
- Supporting the high school interns as well as younger students who they will be tutoring at each site
- Serving snacks provided for the students and interns
- Traveling to four tutoring sites in Kansas City, Kansas and assisting with materials preparation and setup
- Meeting with the entire Learning Club team, as well as the Internship Director, on a regular basis
- Other duties as assigned by the Internship Director, Director of Operations, and the Executive Director

**Hours/Schedule:** 30-40 hours per week; traditional schedule is weekday evenings; current schedule is varied due to special programming

**Location:** Office at Blessed Sacrament site, 2203 Parallel Ave., Kansas City, KS; after-school programs are at four locations in the urban core of KCK

**Compensation:** \$16-20 per hour

**Start Date:** Early December 2020

Inquiries or résumé can be directed to  
Laura Swan, Director of Operations, at (734) 308-9399 or [LSwan@LearningClubKCK.org](mailto:LSwan@LearningClubKCK.org)