



Assistant Director of Learning Club Academy Teacher Internship Job Description

The Learning Club seeks an Assistant Director of our new Learning Club Academy Teacher 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 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
- License to drive in the state of Kansas 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 Director in implementing a training program for the interns each week
- Supporting the interns as well as the 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 Director of the LCA, on a regular basis
- Other duties as assigned by the Director of the LCA and the Executive Director

Hours/Schedule: 30-40 hours per week; Core hours: Monday, Tuesday, and Thursday 12:00-7:00pm, Wednesdays 11:00-6:00pm. Other hours in office are somewhat flexible.

Location: Office at Blessed Sacrament site, 2215 Parallel Ave., Kansas City, KS. After-school programs are at four locations in the urban core of KCK

Compensation: \$15-17 per hour

Start Date: As soon as possible

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