



## Support Staff Job Description

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

### **Specific duties include:**

- Provide primary operations and behavior support during a Learning Club 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
  - Help with program organization
  - Any other duties needed to help each session operate effectively
  - Maintain health and safety protocols
- Assist with leading discussions, activities, and reflections with middle school boys, staff, and volunteers in a safe, respectful environment.
- Assist with organizing, serving, and cleaning up meals before, during, and after session.
- Assist with administrative operations as needed.
- Comfortable in an environment where faith is discussed openly.
- Other occasional duties to assist with the operation of the program.

**Employment is contingent on:** Providing proof of vaccination for COVID-19, passing a background check, and having reliable transportation to and from Learning Club sessions.

### **Work Schedule:**

**Hours:** 2.5-3.5 hours per week

**Schedule:** Thursdays from 3:30-6:00 during the KCKPS academic school year

**Location:** 2215 Parallel Avenue, Kansas City, Kansas

**Compensation:** \$15-20/hour

**Apply at [LearningClubKCK.org](https://LearningClubKCK.org)  
or email**

**[Jobs@LearningClubKCK.org](mailto:Jobs@LearningClubKCK.org)**