



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. The Learning Club Support Staff Member must be a self-starter who will work as part of a dynamic team to create a positive, pivotal educational experience for our students.

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 with record keeping
 - Tutor one to three students as needed during a session
 - Help with classroom organization
 - Any other duties needed to help each session operate smoothly and effectively
- 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.
- Meet with other staff, as well as Site Director, Director of Operations and/or Executive Director once a week for planning purposes.
- Other occasional duties to assist with the operation of the program.

Work Schedule:

Hours: 14-18 hours per week

Schedule: Two to four afternoons/evenings per week, plus other hours on a flexible basis during the school year

Location: At four Learning Club sites in the urban core of Kansas City, KS

Compensation: Hourly wage, commensurate with experience and skills, \$10-14 per hour.

Start Date: Flexible, early August 2019

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