



## Support Staff Job Description

Learning Club seeks a Support Staff Member who is passionate about serving 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 education 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
  - Help with classroom organization
  - Maintain health and safety protocols
  - Any other duties needed to help each session operate effectively
- Assist with prize organization and display for each site -- a good variety of appropriate prizes should be on display.
- Help to ensure 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 once a week for planning purposes.
- Other occasional duties to assist with the operation of the program.

### **Work Schedule:**

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

**Schedule:** Morning through late afternoon shifts (til 6:00 PM) depending on availability.

**Location:** At Learning Club sites in the core of Kansas City, Kansas

**Compensation:** Hourly wage, based on experience and skills, \$15-18 per hour.

**Start Date:** Varying times throughout the 2023-2024 academic school year

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

