



Support Staff Job Description

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 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: Afternoons and evenings until 6:00pm throughout the week, plus other hours on a flexible basis during the school year

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

Compensation: Hourly wage, based on experience and skills, \$13-15 per hour.

Start Date: August 2022

**Apply at LearningClubKCK.org
or email Brooke VanHecke
at BVanHecke@LearningClubKCK.org**

