



**York County Library System**  
In partnership with the  
**School District of the City of York**

**JOB DESCRIPTION**

**POSITION INFORMATION**

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<b>Title:</b>	<b>Enrichment Alternate</b>	<b>Supervisor:</b>	Program Coordinator
<b>Location:</b>	York City Schools (K-8 Buildings)	<b>Lead Staff:</b>	Site Coordinator
<b>Department:</b>	After School Program	<b>Classification:</b>	Contingent/Non-Exempt
<b>Pay Rate:</b>	\$20.00/hour	<b>Hours:</b>	as needed, up to 15 hours per week
<b>Availability:</b>	March 2017 – May 2017; as needed: Monday – Friday 3:30pm - 6:30pm		

**GENERAL DESCRIPTION**

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The Enrichment Alternate will fill in for absent Enrichment Providers in the After School Program. Candidate will deliver the existing enrichment program and/or assist in other program areas as needed.

**EDUCATION & EXPERIENCE REQUIREMENTS**

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- Candidate must have a high school degree (or equivalent); College experience in Education preferred.
- Candidate must have experience working with elementary aged children; Tutoring experience preferred.
- Musical, athletic, and artistic skills are encouraged.
- Child Abuse clearance, Pennsylvania Criminal History Check, FBI Criminal Record Check and Mandated Reporter Training are required.

**GENERAL REQUIREMENTS**

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Candidate must be flexible, have excellent communication skills and enjoy interacting with students, parents, and staff in a respectful and courteous manner. The ideal candidate must be reliable and enjoy being a team player. The candidate must assist in gathering and maintaining student and program data while maintaining confidentiality. Computer proficiency is required to compile reports, correspond via email, and track attendance.

**DUTIES AND RESPONSIBILITIES**

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- Assists Enrichment Providers in delivering enrichment programs.
- Provide a safe, quality, and fun environment for the students.
- Assist students with homework as needed.
- Assist with the distribution and clean-up of Snack and Dinner.
- Interact with staff, parents, and students, addressing any questions or concerns in a professional manner.
- Manage behavioral issues and maintain a positive environment.
- Assist in collecting data for the program and prepare reports as needed. This includes compiling and maintaining confidential student data.
- Responsible for tracking the daily attendance of assigned students.
- Attend onsite and offsite meetings as scheduled.
- Other duties as assigned by the Program Coordinator or Site Coordinator.

**ACKNOWLEDGEMENT**

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I understand the description of this job and the essential function, as given here. I also understand all of the duties of this position are not described here and that I will perform those duties described here and other related duties as directed by my supervisor or management.

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Employee Name

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Employee Signature

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Date