



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

JOB DESCRIPTION

POSITION INFORMATION

Title:	Enrichment Provider	Supervisor:	Program Manager
Location:	York City Schools	Lead Staff:	Site Coordinator
Department:	After School Program	Classification:	Part-Time/Non-Exempt
Pay Rate:	\$20.00/hour	Hours:	15 hours per week
Schedule:	August 2018 – May 2018; Monday –Friday 3:30pm - 6:30pm, per the ASP schedule		

GENERAL DESCRIPTION

The Enrichment Provider is responsible for providing a quality enrichment program including, but not limited to, areas such as Academics, Fitness, Art, Music, Social Skills etc.

EDUCATION & EXPERIENCE REQUIREMENTS

- 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 is required.

GENERAL REQUIREMENTS

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

- Responsible for creating and delivering an enrichment program for large or small groups of K-8 students.
- Provide a safe, quality, and fun environment for the students.
- Provides tutoring one-on-one or in small groups.
- 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.
- Assist other program providers as needed.
- 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

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.

Employee Name

Employee Signature

Date