



Immediate Job Opening!

Job title: Dream Team After School Program Assistant

Job Location: Dr. Martin Luther King, Jr. Community Center 300 W. MLK Street, Muskogee, OK 74401

The job of the After School assistant is to work with children of K – 6 grade as well as assisting with other program duties. Students are under the supervision of the Neighbors Building Neighborhoods Program Manager and the MLK Building Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Create a positive learning environment and allow for students' personal, social, and academic development.
- Assist with daily check in/out procedures
- Assist students with homework assignments
- Be prepared to implement the lesson plans and activities for each day in the case of a teacher's absence (substitute teach).
- Be punctual. The after school program follows the school site calendar and is closed during normal school closure days.
- Welcome and supervise the work of volunteers & service learning students assigned to your group.

JOB QUALIFICATIONS:

- Experience working with students from diverse backgrounds specifically low-income communities.
- Experience with school aged children in a classroom setting.
- Must meet background clearance requirements
- Knowledge of school subject areas including math, language arts, and science to assist students in homework/tutoring preferred.
- Possess love, care, and concern for children and enjoy being with and working with children.

THIS IS A PART-TIME POSITION: 15 hours per week, 3:00pm-6:00pm, Monday-Friday. Pay rate is \$12.00/hour. (Closed when Muskogee Public Schools are closed.)

Interested applicants can download the job application at www.nbn-nrc.org
Applications and resumes can be scanned and emailed to lhazen@nbn-nrc.org or dropped off at Neighbors Building Neighborhoods 207 N. 2nd Street, Muskogee, OK 74401

Neighbors Building Neighborhoods
Promoting positive change

Neighbors Building Neighborhoods is an equal opportunity employer and provider.
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