

Educators 4 Education After-School Support Staff

Location: Anne Frank School, Roberto Clemente Middle School and Webster Elementary Community School

Schedule: Monday–Thursday

About the Program

Educators 4 Education (E4E) provides high-quality after-school programming focused on academic support, enrichment, and youth development. We serve students in grades K–8, helping them build confidence, social skills, and a love for learning in a safe, engaging environment.

Position Overview

The After-School Support Staff plays a key role in ensuring a positive, structured, and inclusive environment for all participants. This position involves assisting with daily program activities, supervising students, and helping to implement enrichment, recreation, and academic support sessions.

Key Responsibilities

- Supervise and actively engage with youth during all program activities (academic, arts, recreation, etc.)
 - Support students with homework and academic tasks
 - Assist Site Director and Lead Instructors in implementing lesson plans and enrichment projects
 - Model and promote positive behavior, conflict resolution, and respect among students
 - Ensure the safety and well-being of all participants at all times
 - Set up and clean up program materials and spaces daily
 - Communicate effectively with program staff, students, and families
 - Participate in staff meetings and ongoing professional development
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Qualifications

- Minimum of a **high school diploma or equivalent** (college coursework in education, child development, or related field preferred)

- Experience working with children or youth in group settings (school, camp, community center, etc.)
 - Strong interpersonal, communication, and teamwork skills
 - Ability to maintain a positive attitude and handle challenging situations with professionalism
 - Must pass a background check and meet all program clearance requirements
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How to Apply

Submit your résumé and a brief cover letter to **HR@educators4education.org** with the subject line: “After-School Support Staff – [Your Name].”

Applications will be reviewed on a rolling basis until the position is filled.
