



Tree House Learning Center After School Program Instructor Position Description

Job Title: Assistant Teacher/Driver, After School Program

Reports to: Program Director, General Manager

Employment: Part-time, up to 18 hours per week, 2:45-6:15 p.m. Approximately 10.5 months: August through June.

Position: Assistant Teachers carry out specific responsibilities for the implementation of program activities. They are responsible for the health, safety, and security of participants.

Essential Functions:

- Exhibit knowledge of, and ability to work with children.
- Safely perform organized and timely pickup of children from school.
- Demonstrate maturity of judgement.
- Be flexible, creative, and self-motivated.
- Value and respect ethnic, religious, cultural and socio-economic diversity.
- Sensitivity to the needs of children.
- Energetic personality.
- Enthusiastic, dependable, and consistent.
- Reflect a positive image.

Duties and Responsibilities:

- Supervise and ensure safety and well-being of the children.
- Drive company van to pick-up children and bring them to program/facility.
- Provide leadership and supervision to assigned children and youth.
- Implement program activities as directed by the program director or lead teacher.
- Assist with program setup and cleanup, as needed.
- Assist with snack, homework help and monitor recess, as needed.
- Accountable for issued supplies and equipment.
- Attend training meetings, as required.
- Participate in field trips and outings.
- Other duties as assigned.

Qualifications:

- Must have experience with children in a classroom other related childcare/supervision situation.
- Must have no major traffic violations on driving record.
- Must hold and maintain current CPR and First Aid certifications.
- Must be able to lift and carry 60 pounds.
- Must have a minimum of 1 year experience working with children/youth, as shown by a positive reference from former supervisor.
- Must have reliable transportation.

It is the policy of the Helena Athletic Club and Tree House Learning Center to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law.