

**St. Stephen's Episcopal Church, Houston**  
**After School Program Staff (Part-time)**  
**Job Description** (revised July 1, 2014)

**REPORTS TO:** The Youth Missioner of St. Stephen's Episcopal Church

**SCOPE:** The After School Program Staff works within the context of an afterschool program which serves 47 public middle school students Monday through Friday in a diverse, urban neighborhood.

**PURPOSE:** To identify and meet student needs; to fulfill all responsibilities assigned by the Youth Missioner; to be a positive role model for all students and staff.

**QUALIFICATIONS:**

- CPR/First Aid certification
- Safeguarding God's Children certification (upon hire date, if not yet completed)
- Responsible, caring, honest, and respectful towards children, parents, and all staff

**TIME and COMPENSATION:**

- August 25, 2014 – May 28, 2015
- Monday – Friday, 3:30 p.m. – 6:00 p.m.
- HISD holidays are considered time off
- \$10 - \$12 per hour (depending on experience and expertise)

**THE ROLE AND PRIMARY DUTIES:**

- Communicate and work with all groups participating (6<sup>th</sup> – 8<sup>th</sup> grade students) and provide necessary instruction
- Observe student behavior, assess and enforce appropriate boundaries, safety regulations, and emergency procedures, and apply appropriate behavior management techniques
- Identify and respond to environmental and other hazards
- Provide guidance, leadership, and mentoring of students
- Engage the student on his/her level with interests and abilities
- Develop enrichment activity plans and games, as assigned
- Prepare for and actively participate in staff trainings and meetings
- Help provide an atmosphere for developing good morale and well-being among the students and families
- Prepare the center/school for the arrival of students
- Restore the center/school at the end of each day (with assistance)
- Encourage respect for personal property, program equipment, and facilities
- Maintain positive public relations with students, parents, and other community members

After School Program Staff will have other duties, as assigned.

To apply for this position, send cover letter and credentials to The Rev. Brandon Peete, Assistant Rector,  
[bpeete@ststephenshouston.org](mailto:bpeete@ststephenshouston.org)