Job Description
Part Time Assistant - Afterschool Literacy, Math and Social Action Program

The JCC Manhattan Literacy, Math and Social Action Department seeks a college graduate to work as a Program Assistant in its afterschool programs. The afterschool programs include the JCC Gift of Literacy/Gift of Math and Graduate Programs during which JCC volunteers tutor elementary school students struggling to meet reading and math standards. Volunteer tutors and the Program Assistant receive on-site supervision from JCC reading and math teachers who give a lesson to the group and provide lesson plans to guide the tutors in their work with students during each session.

Days/Times: Mondays – Thursdays, 2:45 – 6:15 Pay: $15/hour
Location:
   Mondays and Wednesdays at PS 163, 163 West 97th Street (between Amsterdam and Columbus Avenues)
   Tuesdays and Thursdays at P.S. 84, 32 West 92nd Street (between Columbus Avenue and Central Park West)

Detailed Job Description:

Cafeteria, 2:45 – 3:30
   1. Interact with the kids and make sure they are kind to one another and behaving safely.
   2. Help the kids line up for food at 3:10 and ensure that they don’t bother one another on the line.
   3. Talk with them while they are eating.
   4. Line up students to bring them to classrooms at 3:30.

Classroom, 3:30 – 6:00
   1. Work with students whose tutors are absent, provide help as needed and keep them in a group.
   2. Help with taking attendance, distributing materials, paper, etc., as requested.
   3. When there are no students who need a tutor, circulate among the tutors/tutees and offer help as needed, either due to student’s behavior or tutor’s confusion about the lesson.

Dismissal, 6:00 – 6:15
   1. Check each classroom to ensure that chairs are either pushed under desks or placed on top of the desks, as required by the classroom teacher.
   2. Make sure all JCC folders, pencils, etc. are put away in the JCC storage bins.
3. Help the Gift of Literacy/Gift of Math teacher with dismissal. Always check the list of authorized pick-ups before permitting a child to leave with someone you do not know to be his/her usual pick up person. Call the parent or emergency contact if you have any questions about the person’s authority to pick up the student. This includes fathers, siblings, babysitters, etc. if they are not on the pick up list.

Weekly office work may include 1-3 hours of copying and filing on days and times mutually convenient.

For more information, contact Emily Nord-Podberesky, Assistant Director of Literacy, Math and Volunteer Programs, The JCC Manhattan, at enordpod@jccmanhattan.org or 646-505-5748.