



at St. Paul's Episcopal Church, 301 East 9th Street, Chester, PA 19103

January 25, 2023

Chester Eastside is currently seeking to fill five different staff positions:

Operations Manager: Full Time, open immediately

Food Pantry Program Assistant: Part Time, open immediately

Program Director for the Out of School Time After School Program and Summer Camp:  $\frac{3}{4}$  Time, begins in June

Assistant Program Director for the OST Program:  $\frac{3}{4}$  Time, open immediately

Literacy Instructor: Part Time, open immediately

The position descriptions are below. Any interested persons should submit a cover letter and resume to either: [andrewjacob@ceichester.org](mailto:andrewjacob@ceichester.org) or P.O. Box 36, Chester, PA, 19016.

If you have questions about the positions, you may call 610-872-4812.

**Chester Eastside Inc.**  
**Phoenix Out-Of-School-Time (OST) After School Program and Summer Camp**  
**Job Description: Program Director**  
**January 1, 2023 - December 31, 2023**

### **Job Summary**

Reporting to the Executive Director, responsible for envisioning, implementing, and managing Chester Eastside's Out-Of-School-Time educational enrichment program for children in grades K-9.

### **Duties & Responsibilities**

- Lead the OST team in designing the curricula and its program elements (e.g., strategy, theme, goals and objectives, schedule, recruitment strategy, enrollment procedures).
- Manage all site requirements and logistics related to the operations of the OST programs (e.g., securing means of transportation, planning for meals, setting-up field trips).
- Recruit children to the program and oversee enrollment activities.
- Recruit and train/orient staff and volunteer teachers, coaches, and other support staff. Ensure that all staff and volunteers pass all state mandated clearances prior to commencing work at Chester Eastside.
- Supervise and coach staff and volunteers in the management of all activities and evaluate their performance.

- Provide overall supervision of the children and staff during off-site activities.
- Ensure that all health and safety protocols are met during every OST session.
- Create a positive, fun, and supportive climate for learning and all interactions. Address/eliminate any negativity that arises.
- Develop and maintain collaborative efforts with identified entities to deliver and or strengthen educational programs.
- Engage in the evaluation/assessment of the program and implement solutions to address shortcoming and facilitate program improvements/enhancements.
- Develop and maintain positive dialogues with parents, including providing them with updates on their child's academic progress.
- Maintain program records and report on program metrics to regularly evaluate program effectiveness.
- Provide input into the development and management of the OST budget.
- Perform additional related duties as assigned.

### **Knowledge, Skills and Abilities Required**

- Bachelor's degree in Education or related field.
- A minimum of five years of experience working with youth and developing and implementing educational programs.
- Experience in supervising and leading staff.
- Demonstrated ability to effectively communicate verbally and in writing.
- Commitment to advocacy for minority children.
- Demonstrated word processing, spreadsheet, and presentation software skills.
- As a condition of employment, must have proof of full vaccination for COVID-19, Pennsylvania Criminal Record Check, Pennsylvania Child Abuse and FBI Criminal Background Clearances

Compensation: \$30 - \$35/hour

Schedule: 25 hours/week

Benefits: paid holidays

## **Chester Eastside Inc.**

### **Phoenix Out-Of-School-Time (OST) After School Program and Camp Job Description: Assistant Program Director/Administrative Assistant January 2023**

#### **Job Summary**

The Program Assistant serves in two capacities: as Program Assistant for the Out of School Time and Phoenix Summer Camp programs and as administrative assistant for the CEI Operations Manager.

#### **Duties and Responsibilities**

##### **Out of School Time/Camp Phoenix Program Assistant:**

- Maintain all records that are required by CEI/OST staff, students, parents, and funders; including, but not limited to: student, teacher, and volunteer attendance; academic records, and student/parent survey results.
- Support the Program Director in facilitating the registration process; including, but not limited to: enrollment materials, informational documents, and all necessary forms, permissions, and releases.
- Maintain and provide data and information used to communicate the purpose, goals, and mission of OST for fundraising, marketing, and publications.

- Serve as the coordinator for food purchasing and meal preparation and be responsible for ensuring that all necessary supplies are ordered.
- In cooperation with the Program Director, produce, and distribute all necessary mailings for parents in both English and Spanish.
- Ensure that all health and safety protocols are met during every OST session.
- Perform additional related duties as assigned.

**Chester Eastside, Inc. Administrative Assistant:**

- Assist the Operations Manager in specific and defined tasks that support the overall maintenance of CEI.
- Perform additional related duties as assigned.

**Knowledge, Skills and Abilities Required**

- Bachelor’s degree in Education or related field.
- Demonstrated ability to effectively communicate verbally and in writing.
- Demonstrated word processing, spreadsheet, and presentation software.
- As a condition of employment, must have proof of full vaccination for COVID-19, Pennsylvania Criminal Record Check, Pennsylvania Child Abuse and FBI Criminal Background Clearances.

Compensation: \$20 - \$25/hour

Schedule: 20 hours/week

Benefits: paid holidays

**Phoenix After School Program  
Job Description: Literacy Instructor/Teacher  
2022 – 2023**

**Background:**

Uncommon Individual Foundation’s (UIF) Youth Literacy Mentoring (YLM), in partnership with Chester Eastside Inc., provides a comprehensive program designed to tackle the literacy crisis among youth (K - 5) who are reading below grade level. UIF is a non-profit organization whose mission is “Educate people and organizations about the power of mentoring so they can effectively engage mentors as a means to achieve personal success, inspire change, and make a positive contribution to society.” UIF operates a variety of programs in collaboration with organizations and schools who work with children and families to build a culture of achievement so that all youth graduate from high school ready for college. We are focused on helping students succeed in school.

**Job Summary:**

Provide academic support for small groups of low-performing elementary school students.

**Duties and Responsibilities:**

- Prepare lesson plans that fit the theme of the year for Phoenix After-School, are project-oriented and result in concrete deliverables by the children.
- Document coaching sessions that include goals, objectives, planned activities, and desired outcomes.
- Prepare materials and supplies needed to conduct coaching sessions.
- Create and maintain a supportive, interactive, and engaging environment in which the children can learn. That is: support children in their learning and growing. Provide them with opportunities for active learning and skill-building. Assist them in developing healthy relationships with their peers and adults. Make sure the children experience a sense of

belonging. Provide children with opportunities to act as leaders and help others. Allow the children to assert agency over their own learning by giving them opportunities to plan, make choices, take on responsibilities, reflect and learn from their experiences.

- Oversee volunteers assigned to students.
- Keep the Program Director informed of any issues, problems and concerns related to students and volunteers.

**Secondary Responsibilities:**

- Participate in orientation and training session(s) or required meetings pertinent to the After-School program.
- Complete CPR training.
- Abide by all policies, procedures and standards set by Chester Eastside, Inc.
- Assist in collecting assessment data as requested.
- Complete all required paperwork.

**Job Requirements:**

- Completed all child abuse clearance protocols.
- Demonstrated subject matter expertise.
- Experienced in teaching/coaching youths, especially those ages 5-14.
- Experienced in managing a class.
- Demonstrated ability to communicate effectively with children especially and with adults.
- Demonstrated ability to make decisions, solve problems and resolve conflicts.
- Demonstrated ability to model appropriate attitudes and behaviors especially with children and interact professionally with adults.

Compensation: \$25/hour

Schedule: 10 hours/week

Benefits: paid holidays