



1081 Broadway, Buffalo, NY 14212 | www.urbanctr.org | (716) 893 -7222

Job Title: After School Program Aide
Department: Youth
FLSA Status: Non-Exempt | Part-time
Starting Rate: \$19 per hour
Reports To: Site Coordinator

Summary of Duties:

The position's primary purpose is to assist in the oversight, coordination and implementation of youth activities at the assigned Matt Urban After-School Program site.

Essential Duties and Responsibilities:

- The After School Program Aide is responsible for planning, providing, and facilitating age-appropriate enrichment activities for children and youth.
- The After School Program Aide is responsible for supporting lesson plans for academic skill building.
- The After School Program Aide is responsible for maintaining a clean space suitable for after-school activities.
- The After School Program Aide is responsible for assisting in recording daily attendance.
- The After School Program Aide is responsible for attending mandated training.
- The After School Program Aide is responsible for maintaining classroom behaviors.
- The After School Program Aide is responsible for responsible for chaperoning and/or transporting children and youth as necessary for field trips.
- The After School Program Aide is responsible for helping with daily building cleanup and dismissal.

Minimum Qualifications:

- Experience leading youth groups and activities.
- Able to communicate effectively both orally and in writing with participants, parents, school administration, and staff.
- Must complete and submit documentation prior to employment to meet OCFS background and health requirements if required.

Education and/or Experience:

- High School diploma and experience working with children.

Send Resumes to: dsease@urbanctr.org

The Matt Urban Center is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity of expression, sexual orientation, national origin, genetics, disability, age, or veteran status.