Afterschool Program Support Staff
Bloomfield Garfield Corporation - Neighborhood Learning Alliance
Pittsburgh Arsenal Pre K-5 –Pittsburgh Woolslair Pre K-5

Job Description
• Instruct K-5 students in reading and math
• Plan and prepare educational activities
• Help students set goals and improve their performance in reading and math
• Understand and support the school curriculum
• Assist with homework, food and exercise periods
• Communicate with parents as instructed
• Maintain a clean, organized and safe program space
• Attend to children’s academic and social needs during scheduled work hours
• Attend to additional duties as assigned

Ideal Candidate will have:
• Positive approach to working with children
• Strong work ethic
• Good record keeping skills
• Proficient computer skills
• Experience in leading and working with elementary age students

Requirements:
• Childline, State Police and FBI clearances (or ability to obtain them)
• Attend a minimum of 15 hours of professional development prescribed by the Bloomfield Garfield Corporation and Neighborhood Learning Alliance

Pay Rate: $10-15 hourly based on education and experience

Hours: Approximately 3:00pm to 7:00pm—Monday through Thursday with occasional daytime trainings and meetings.

To apply please e-mail a resume and cover letter to:
Rick Flanagan, Youth Development Director
Bloomfield-Garfield Corporation
rickf@bloomfield-garfield.org