



EXTENDED DAY PROGRAM STUDENT ASSISTANT

Do you have a passion for working with children? Are you looking for a fun and rewarding job?

Westborough Community Education is seeking energetic, creative, and motivated **STUDENT ASSISTANTS** to be part of our team of educators at our growing Extended Day Program sites!

The **STUDENT ASSISTANT** is a part-time, school year position, operating Monday through Friday. After school hours are 2:45pm to 5:30pm / 6:00pm, depending on the site. Additional hours are available during early release days and vacation, holiday, and professional development days.

Some of the responsibilities include:

- Assist Site Coordinator and Group Leader(s) in organizing and supervising group of students throughout daily activities
- Interact and engage with students during activities
- Arrive to site on-time, and assist in setting up / breaking down the program space
- Create a safe and welcoming environment
- Maintain high standards of health, safety, and cleanliness in all activities
- Be a positive role model for students
- Maintain positive relationships with students, families, and other school and program staff
- Communicate with Site Coordinator, including reporting all injuries, incidents, student concerns accurately and in a timely manner
- Attend staff meetings and participate in required trainings
- Participate in Early Releases and Full Day Programs
- Complies with federal, state, and district regulations and policies as outlined in the WPS Employee Handbook and the Community Ed Handbook
- Any other relative duties as assigned

Qualifications

- Must be at least 14 years of age
- Previous experience working with children ages 5-12 is required (coaching, babysitting, camp counselor, etc.)
- Passion and interest in working with children in an academic and recreational setting

Pay starting at \$15.00 / hour. Westborough Community Education offers flexible scheduling, competitive wages, and opportunities for professional growth.

If interested, please submit a resume to Dawn Carlo, *Assistant Director of Community Education*, at carlod@westboroughk12.org or complete and submit an online application by going to www.westboroughcommunityed.com/employment-opportunities and click on the "Click Here to Fill Out an Application".

The Westborough Community Education Extended Day Program is a before and after school program for Westborough Public School students in Kindergarten through sixth grade that provides a safe, nurturing, and welcoming environment for students to create and connect outside of school hours.