



AFTERSCHOOL PROGRAM AIDE

The Afterschool Program Aide position will support Old Pine Community Center's (OPCC) Afterschool youth program serving Kindergarten-5th grade students during the 2026/2027 school year. The schedule for this part-time position will be 2:00 to 6:00pm (20 hours per week) Monday through Friday. (Additional hours may be available during school closures as well as nights/weekends).

Reporting to the Youth Enrichment Manager, the Program Aide will be responsible for providing a safe, supportive, and fun experience for all participants through structured activities including homework help, snacks, arts and crafts, sports, and games.

KEY RESPONSIBILITIES INCLUDE:

- Pick up students from neighborhood schools, take attendance, and safely escort to our building
- Assist in structured educational and recreational activities
- Provide supervision, leadership, and guidance to a maintain safe and orderly environment
- Effectively communicate with parents/guardians, documenting relevant interactions and issues
- Closely follow important procedures for releasing children to parents and guardians
- Help set up and clean up program spaces before and after shifts, including putting out snacks and drinks, sweeping the floor, wiping down and sanitizing tables and chairs, and removing trash
- Other duties as assigned

QUALIFICATIONS

- 1-2 years of experience working with children
- High school diploma or equivalent
- Ability to work collaboratively on a team and follow instructions from a supervisor
- Patience, flexibility, and creativity
- Prior to start date, provide successful completion of background screening including PA Child Abuse History, PA State Police Criminal History, FBI Clearance, and NSOR Verification Certificate; must also provide proof of negative TB test and current physical examination

COMPENSATION & BENEFITS

The compensation for the part-time, nonexempt position is \$17/hour.

The successful candidate will receive a benefits package that includes: paid sick time, 100% discount on Afterschool and Summer Camp enrollment for one child each year, 100% discount on one site rental each year, and access to free, private employee parking lot.

To apply, please email your resume and/or a short summary of your specific interest in the position and our organization to welcome@oldpinecommunitycenter.org. No phone calls, please.

Old Pine Community Center is an equal opportunity employer. M/F/V/D. Qualified applicants will be given consideration for employment opportunities without regard to race, ethnicity, national origin, religion, age, gender, gender identity, sexual orientation, genetic information, veteran status or disability status.