

WILMERDING COMMUNITY CENTER
Job Description

Position Title: WCC Study Hub Facilitator

Reports To: Study Hub Director/WCC Executive Director

Classification Part Time / Temporary

Effective Date: October 19, 2020

Position Summary:

The Study Hub Facilitator is primarily responsible for support services to students K-6th grade using the Study Hub to access their online classes offered through the East Allegheny school district. The main duties will include helping students get on the virtual classroom, encourage completion of assigned workbook lessons, maintaining progress records, and assuring Covid-19 protocols are met within the Study Hub.

Position Qualifications:

- Must secure Criminal History, Child Abuse and FBI Fingerprint clearances.
- First Aid and CPR certification a plus.
- Applicable experience working with school age children in school or childcare setting. This would also include volunteer or unpaid experience such as scouting, church related activities or community sports.
- Must be available Monday through Friday between the hours of 8:00am and 4:00pm.
- Familiarity with computers / chrome books is desired.
- Self-directed, flexible with strong problem-solving skills.
- Support the organization's mission along with sensitivity of cultural differences.

Essential Duties and Responsibilities:

- Support school district learning expectations
- Assist children in getting online
- Provide motivation for children to engage in virtual classroom
- Be attentive to children's social and emotional needs
- Assist in completion of workbook assignments
- Actively participate in enrichment activities including academic, arts and sports
- Complete Covid-19 safety screenings for all students and keep precise records
- Participate in staff meetings and trainings

Working Conditions:

- Work assigned hours with flexible schedule
- All work is completed at the WCC
- The ability to move supplies and engage with children during physical activities

Disclaimer:

- Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.
- This job reflects management's assignment of the essential functions; it does not prescribe or restrict the tasks that may be assigned.
- Features of this job may be subject to change at any time.

The Wilmerding Community Center is an Equal Opportunity Employer



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Apply in person at Wilmerding Community Center – 1 Memorial Field; Wilmerding PA 15148 or
email resume to: pmcgintywcc@gmail.com