



# NOW HIRING

## AFTER SCHOOL PROGRAM SUPPORT STAFF AT ALEXANDRIA HOUSE

Hours:

Mon - Wed, Fri 3pm-6:30pm, Thurs 3pm-9pm

*With the possibility of additional work hours.*

### JOB RESPONSIBILITIES

- Help ensure that the After School (AS) Program runs smoothly and in keeping with the mission and vision of Alexandria House.
- Provide support, encouragement, and supervision for other members of the AS Program staff and volunteers.
- Set up for the AS Program with the help of other staff, including snacks, tables, extracurricular activities, etc.
- Assist and support students with homework.
- Ensure that all the areas used by the AS Program participants including the kitchen, bathroom, yard, porch and teen center are clean.
- Help with the organization of the AS Program materials; request supplies and food items that are needed.
- Assist with communication between the parents and the program. This is an essential day-to-day aspect of the program. **Fluency in Spanish is helpful.**
- Help prepare for and participate in field trips and weekend activities.
- Help prepare for and attend parents meetings.
- Perform other related tasks as required by the Youth Programs Coordinator and Executive Director.

**Interested applicants should submit a cover letter  
and resume to [michelle@alexandriahouse.org](mailto:michelle@alexandriahouse.org).**

Alexandria House is a transitional residence and house of hospitality for women and children in need. Alexandria House also responds to community needs and provides a gathering place for residents and neighbors alike. Alexandria House is consciously anti-racist and committed to creating a community with the values of mutuality, dignity and respect.

Visit [www.alexandriahouse.org](http://www.alexandriahouse.org) to learn more.