



After School Teacher Job Description

Job Title: The Clubhouse After School Teacher

Reports to: Director of The Clubhouse

Position Type: Regular Part Time, Exempt

Hours: Monday through Friday, 1:00 p.m. to 6:30 p.m.

Position Overview

The Clubhouse is a unique place for children to play and learn. We offer the services of a premium after school program with a full, experiential Jewish enrichment curriculum. We are, as our name implies, a joyful Jewish community. This will inform the way you execute all of your duties as an after school Teacher.

The Clubhouse after school teacher cares for students, facilitates programming and activities according to the routine and schedule provided by the Director, and supports positive child development. Teachers work together to build community, nurture positive friendships, and create positive and joyful Jewish environments for students to thrive.

Our Organization

The Clubhouse is part of Congregation Rodeph Shalom (RS), a vibrant Reform community in Center City Philadelphia. It has grown to become the largest Jewish congregation in the region. As a fast-paced, mission-driven workplace, we welcome employees who strive for excellence.

Our vision is: Immersed in Jewish time, guided by enduring values, compelled to moral actions: we create profound connections. Through this lens, all employees at RS ensure that all work activities are in alignment, thus helping RS realize its full potential as a sacred community.

Responsibilities and Job Duties

- Drive a minivan or van to transport students from their schools to our synagogue, where The Clubhouse is located, including coordinating student pickups at their school locations and supervising students in the van during the ride.

- Execute meaningful, engaging activities (from the lesson plans provided by our partner, the Jewish After School Accelerator, or JASA) that reflect the specific learning goals outlined in The Clubhouse curriculum, based on guidance from the Director and curriculum map;
- Create and facilitate Hebrew lessons through games, activities, and movement;
- Supervise and assist students during snack and homework time;
- Deliver nurturing care and continuous supervision of students;
- Maintain consistency in classroom management;
- Consistently follow The Clubhouse policies and procedures;
- Attend all site meetings and required training meetings;
- Maintain the upkeep of the program classrooms and equipment;
- Consistently role model appropriate behavior and language for children;
- Maintain positive and open communication with parents, co-workers and The Clubhouse site director;
- Follow and adhere to all universal health codes and all state licensing regulations;
- Consistently interact in a positive developmentally appropriate way with the students;
- Report all accidents, injuries and/or illnesses, and any other health or safety issues to the Director immediately;
- Maintain First Aid, Fire Safety and CPR certification;
- Know and follow regulations regarding the reporting of child abuse;
- Follow appropriate procedures for tracking children, including taking attendance and counting during any transition and knowing where each child under care is at all times;
- Demonstrate full comprehension of The Clubhouse curriculum;
- Demonstrate full comprehension of The Clubhouse's policies and procedures;
- Arrive punctually; and
- All other duties as assigned by the Director.

Skills/Experience/Requirements

- Experience working with children ages 5 through 11
- College degree or classes in education, child development, etc. preferred
- Strong communication skills, both written and verbal.
- Strong organizational skills

- Valid driver's license and permission for employer to obtain a motor vehicles report
- Mental and physical alertness and an appropriate level of energy to perform essential job requirements:
 - Stand
 - Lift
 - Climb
 - Squat
 - Walk/Run
 - Bend
 - Stoop
 - Kneel
 - Crouch
 - Push
 - Pull

Salary and Benefits

- Hourly position: \$25/hour, 28 hours per week
- Benefits include medical insurance, paid vacation, and 403B retirement plan, and congregational membership