OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Before/After school Program Assistant
Organization Name	Puget Sound ESD
Address	Tacoma Schools Dist. Franklin Schools Dist., Federal Way School Dist.
Pay Rate	$12.00 - $12.00
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	Teri Hebert
Phone Number	
Email Address	thebert@psesd.org
Website	
EIN	91-0851413

Nature of Organization
Education Work Sites: Baker, Giaudrone and First Creek MS, Tacoma James Sales, Christensen and Midland Elementaries, Parkland Totem MS and Star Lake Elementary, Federal Way
Duties and Responsibilities

Program assistants work with middle school and/or elementary students in an afterschool setting.
-Work in small/big groups
-Tutoring and homework help
-Organize and lead activities

Activities include but are not limited to:
-Leadership development
-Geocaching
-Chess, board games
-Arts education, visual arts, crafts, drama, dance
-Project or placed based learning activities
-Sports (soccer, basketball, lacrosse, etc)
-Fieldtrips
-Wide variety of Science, Technology, Engineering, and Mathematics (STEM) activities which are a particular focus of the program

Elementary and Middle school students are instructed through a variety of hands, engaging, project based enrichment activities.

Minimum Qualifications

Applicants should be creative, organized, positive, flexible and able to work independently on enrichment activities, tutoring or homework activities with small groups in a classroom setting. Work schedules are set by onsite supervisors. Days and times vary by location, after school hours 2:30-6:00 pm and before school positions may be available prior to 9:00 am. Candidates who are available at least 2 days a week may be considered.

Educational Benefits

This is a great opportunity for anyone who is studying Education, Social Work, Math, Recreation, Science, World languages or if you simply enjoy youth and want to share your skills in a diverse, urban, school environment. Small and large group facilitation/management training is offered as part of your employment.

How to Apply

Email resume, cover letter or letter of interest to thebert@psesd.org

Job Number: 70PSES01 | State 70% | Open