



MISSION

WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): AFTER SCHOOL PROGRAM ASSISTANT	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: McKenzie Lacy	
Immediate Subordinates: Volunteers only Full-time (30+ hrs/wk): Part-time (up to 29 hrs/wk): Work-Study:	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: 2017 Date Last Revised: August 2022
Hours Per week: Up to 20 hours weekly. Needs to be available Monday-Thursday from 2:30-6 pm. Additional hours for administrative help varies.	
General Summary	
Critical Functions and Responsibilities	
1. Help plan and implement the activities of the after school program	
2. Ability to drive a 15 passenger van and have a good driving record (Must over 21 years old)	
3. Build positive relationship with the children and their families.	
Additional Functions and Responsibilities	
1. Attend staff meetings for program area or MWMW in general, as directed by program director.	
2. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.	
Requirements/Preferences	
Minimum skills and knowledge required: 1. Over 21 years old and driver's license 2. Mature attitude and good communication skills 3. Experience in planning activities for elementary age students.	Skills and knowledge preferred:
Minimum previous experience required: Previous experience working or volunteering in churches, after school or camp settings.	Previous experience preferred:
Minimum education required:	Education preferred:

The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.

High school degree	
Minimum communication skills required: 1. Communicate effectively with families, volunteers and staff	Communication skills preferred: 1. 2.
Special training, certification or licensing required: 1. 2.	
Behavioral, emotional, mental requirements: 1. Mature attitude 2. Ability to be flexible 3. Good problem solving skills	
Other requirements: Other preferences: Preference for someone of mature Christian faith who represents MWMW values as a Christian faith-based non-profit.	

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