



MISSION

WACO | WORLD

Job Description	
MWMW Position Title (type in CAPS): Children's 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: Children/Youth Programs Director	
Immediate Subordinates: Full-time (30+ hrs/wk): Part-time (up to 29 hrs/wk): Up to 18 hours per week Work-Study:	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: 2015
	Date Last Revised: 2024
Hours Per week: Up to 18 hours per week. Would need availability Monday-Thursday from 2:30pm-6:00pm as well as some Saturdays from 9:30am-12pm. Additional hours are flexible for administration tasks such as planning and preparing for program activities.	
General Summary: Mission Waco Children's program is intended for children ages 4-11, our after-school program is all about encouraging spiritual growth and character development for kids in the North Waco area. We aim to make a positive impact by providing enrichment activities that will enhance every child's God-given talents.	
Critical Functions and Responsibilities	
1. Help plan, lead and implement daily programming.	
2. Provide quality and creative enrichment and recreational activities that are enjoyable for our participants.	
3. Supervise children and ensure their safety and general well-being while enforcing all policies and procedures.	
4. Build positive relationships with our children and their families.	
Additional Functions and Responsibilities	
1. Ensure cleanliness of the building.	
2. Must be 21 years of age with a good driving record. Comfortable driving 15 passenger vans.	
3. Any other duties assigned by the supervisor.	
4. Attend Program level staff meetings as requested by director. Attend MWMW staff meetings as schedule permits, but as often as possible.	
5. Participate in Giant Worldwide leadership and communication assessment and training as provided by MWMW.	
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The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.

Requirements/Preferences	
Minimum skills and knowledge required: 1. Over 21 years old and driver's license 2. Ability to plan and implement developmentally appropriate and engaging programming. 3. Ability to lift up to 20 lbs. and tolerate heat.	Skills and knowledge preferred: 1.
Minimum previous experience required: Previous experience working with children in an after school, camp or school environment.	Previous experience preferred:
Minimum education required: High school degree	Education preferred: Working on a bachelors degree
Minimum communication skills required: 1. Communicate clearly and effectively with staff, students and other volunteers. 2. Ability to mediate conflict among children and their peers.	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 4. Organized 5. Patient	
Other requirements: 1. Mature Christian faith preferred.	

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