Twin Cities German Immersion School (TCGIS)

POSITION DESCRIPTION

Position:  **Kinderclub Activity Leader**
Part-time, Hourly

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**Schedule/FTE:** part-time opportunity up to 6-20 hrs / week (Mon - Fri, 6:30am-8:00am and 3:00pm-6:00pm)

**Pay:** starting at: DOE

**Position Summary:**
Kinderclub Activity Leaders supervise students in a range of after school activities, including homework support, arts and crafts, sports, table games and other creative projects.

**Areas of responsibility include:**
- Supervise K - 8 students during non-academic hours.
- Promote a fun, inclusive, stimulating environment.
- Contribute to school-wide educational philosophies, both academic and behavioral.
- Follow school policies & procedures to ensure safety of children.
- Regularly participate in ongoing staff training.
- Follow program policies & procedures to ensure safety of children at all times.
- Communicate with parents and/or guardians in a professional manner.
- Other duties as assigned.

**Reports to:** Kinderclub Supervisor and Kinderclub Director

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**Required Qualifications:**
- Strong organizational and time management skills (ability to multitask and prioritize).
- Ability to work effectively in a fast-paced environment.
- Ability to work as an effective team member and independently with children.
- Ability to remain calm and take appropriate action in stressful or emergency situations.
- Availability to work Mon - Fri, 6:30am-8:00am AND/OR 3:00pm-6:00pm

**Preferred Qualifications:**
- German Language proficiency preferred- **not required**
- Experience working with children in a child care, summer camp or classroom environment.
- Experience working in a school-age care program.
- Experience working with individuals with special needs.
  Experience working with 504 and/or IEPs.

**Application Process:** Please submit cover letter, resume (including two references), and copies of transcripts to Michaela Bromenschenkel, Kinderclub Director1, at mbromenschenkel@tcgis.org