

**Twin Cities German Immersion School (TCGIS)
POSITION DESCRIPTION**

Position: Kinderclub Activity Leader

Part-time, Hourly

Schedule/FTE: remainder of school year; part-time opportunity for 15 hrs / week (Mon - Fri, 3:00pm-6:00pm)

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 Team Lead and Kinderclub Director

Required Qualifications:

- Must be 18 years of age.
- 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, 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 Director, at mbromenschenkel@tcgis.org