



# AIMS K-12 College Prep Charter District

**Title: Expanded Learning Opportunities Program Club Advisor**

**Category: Classified**

**Employment Type: Seasonal Extended Work**

**Available Hours:** School Days: M-F 4p-6p; Intersession/Weekends: 8a-5p

**Starting Range: \$50.00 per hr.**

**FLSA: Non-Exempt**

**Supervisor: Director of Schools or Designee**

**JOB GOALS:** As an Expanded Learning Opportunities (ELOP) Club Advisor, you will be responsible for supporting the administrative and student supervisory functions of the program, ensuring smooth operations and effective communication with staff, students, and parents. This position requires patience, excellent communication skills, and a strong commitment to supporting the academic and social development of students.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below:**

- Assist with various administrative tasks, including answering phone calls, responding to emails, and maintaining program records and databases.
- Manage the registration process for new and returning students, ensuring all necessary paperwork is completed accurately and filed appropriately.
- Maintain accurate attendance records for students and staff, tracking daily attendance and communicating with parents regarding any absences or attendance issues.
- Serve as a point of contact for parents and guardians, providing information about program activities, schedules, and policies in a clear and professional manner.
- Assist with inventory management, ordering supplies, and organizing program materials to ensure adequate resources are available for program activities and events.
- Coordinate logistics for program activities, including scheduling rooms, arranging transportation, and securing necessary equipment or facilities.
- Supervise students on and off campus
- Work closely with program staff to support the implementation of program curriculum and activities, providing assistance as needed to ensure the successful execution of program goals.

- Maintain a safe and secure environment for students and staff, following established protocols and procedures for emergency situations and ensuring compliance with program safety guidelines.
- Prepare and distribute program materials, such as newsletters, flyers, and event announcements, to communicate important information to program participants and stakeholders.
- Participate in training and professional development opportunities to enhance skills and knowledge relevant to the role and responsibilities of a Clerk in an after-school program.
- Arrange food and beverage items (e.g., placing in food warmer, handling and distributing cold meals, a la carte trays, filing racks, mobile carts, etc.) for the purpose of making items available to students and staff for the ELOP program.
- Documentation of all meals given out to students in the ELOP program in POS (Mealtime).
- Loads carts, food warmers, trays, etc. for the purpose of ensuring that food and/or beverage items are available for transporting to other sites (by assignment).
- Serving customers (students) in a fast, efficient, and friendly manner.
- Performs other related essential functions as assigned.

#### **QUALIFICATIONS:**

- High school diploma or equivalent required; some college coursework or degree preferred.
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks and priorities effectively.
- Excellent communication and interpersonal skills, with the ability to interact professionally with students, parents, staff, and community members.
- Commitment to the mission and values of the after school program, with a passion for supporting the academic and personal development of children and youth.
- Fingerprinting and TB test required

#### **KNOWLEDGE AND ABILITIES:**

- Previous experience working with children in an educational or recreational setting (preferred).
- Strong organizational skills and ability to multitask in a fast-paced environment.
- Excellent communication and interpersonal skills, with the ability to interact effectively with students, parents, and colleagues.
- Creativity, enthusiasm, and a passion for working with children and youth.

- Ability to maintain a positive and supportive attitude while addressing behavioral challenges and conflicts.

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Minimum Work Position (Percentage of Time):**

Standing: 15 Walking: 15 Sitting: 70

**Minimum Body Movement (Frequency): 2**

**None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)**

Lifting (lbs.): 50 Lifting: 2 Bending: 2

Pushing and/or Pulling Loads: 1 Reaching Overhead: 1 Kneeling or Squatting: 1

Climbing Ladders: 1 Climbing Stairs: 2

**NON-DISCRIMINATION:** AIMS College Prep Charter District does not discriminate on the basis of race, color, religion, gender, marital status, ancestry, political affiliation, age, sexual orientation, disability, medical condition, national origin, or mental or physical handicap in any of its policies or procedures related to admissions, employment, educational services, programs or activities

**Effective:**

**Board Approved: Pending Board Approval**