



## **JOB DESCRIPTION FOR ASSISTANT DIRECTOR OF PAGE TURNERS AFTER SCHOOL PROGRAM**

### **General Statement of Job**

Under direct supervision of the Page Turners Director and overall supervision of the Executive Director of RMM, the Assistant Director of Page Turners helps to provide general oversight for the Page Turners After School Program for children in grades 1 through 6. Specifically, the Assistant Director supports the Director with general administration, while also providing leadership in the library, with enrichment and homework tutoring.

### **General Responsibilities:**

- Generally assist the Director of Page Turners in coordinating, facilitating and overseeing all aspects of the after school program and related events (i.e. field trips, etc.)
- Provide leadership and oversight of the library programming.
- Provide enrichment leadership as needed.
- Assist with homework tutoring.
- Along with the Director, provide supervision for volunteers.
- Oversee and maintain snack provisions for the daily program.
- Assist with child pick up, check in, and check out as needed.
- In conjunction with the Director, regularly evaluate program and student needs.
- Attend regularly scheduled RMM/Metro Baptist Church (MBC) staff meetings.
- Assist with other RMM & MBC programming as determined.

### **Program and Job Specifics:**

- Employment hours for the Assistant Director of Page Turners are Tuesdays 1:15-6:30 pm and Wednesdays and Thursdays 2:00-6:30 pm each week September 2010 through June 16, 2011. In addition, the Assistant Director will be expected to assist in chaperoning Saturday field trips once a month (approximately 4 hours per field trip) and attend weekly staff meetings (TBD).
- Total compensation for the position of Assistant Director of Page Turners is in the form of dorm style housing within a small community of additional staff at Metro Baptist Church in midtown Manhattan (New York City).

### **Job Requirements:**

- High School Diploma
- Undergraduate/Graduate Degrees (preferred)
- Experience working or volunteering with children in grades 1-6, preferably in a classroom or educational setting
- Consent to nationwide criminal background screening

***For more information, contact Tiffany Triplett Henkel at [thenkel@mbcnyc.org](mailto:thenkel@mbcnyc.org) or 212-594-4464. Rauschenbusch Metro Ministries is a 501c3 not-for-profit organization and the social outreach arm of Metro Baptist Church. For more information about RMM, MBC and the Page Turners after school program, check out [www.RMMnyc.org](http://www.RMMnyc.org) and [www.MBCnyc.org](http://www.MBCnyc.org).***