

Montgomery Housing Partnership (MHP) is seeking an **AFTER-SCHOOL PROGRAM ASSISTANT** (Part-Time) to support the Community Life Pre/After-School Program. **This is a part-time position Monday- Friday; some days may not apply (excluding school holidays). Program hours are from 3:30 pm to 5:30 pm at some sites and other sites from 4:00 pm to 6:00 pm. Please indicate your preferred work hours.**

Who we are: MHP is an active and growing nonprofit organization, founded in 1989, that develops, acquires, rehabilitates, and builds quality homes to meet the growing need for affordable housing in Montgomery County and neighboring communities. MHP's community-based projects and programs include providing affordable rents, developing educational programs for residents to develop skills that expand their opportunities and balance their lives, and implementing neighborhood revitalization efforts in communities impacted by economic challenges and mass transit construction.

Summary Job Description: The After-School Program Assistant will work under the supervision of the Lead Instructor or Lead Teacher, The Community Life Programs Manager or Site Coordinator and the Director of Resident Services to ensure the success and quality of the educational and human services programs offered at selected MHP's affordable housing units located in the DMV metro area.

Primary Responsibilities:

- Work under the supervision of the Lead Instructor or Lead Teacher
- Take attendance, when necessary
- Help supervise the students while they are on and off site
- Work in cooperation with other Assistants
- Help keep the classroom area clean and organized
- Arrive and leave on time every day
- Help supervise and coordinate the children's activities
- Help children complete their daily homework and activities
- Serve as a role model for children
- Inform the Site Coordinator of any absences in advance
- Report any incidents or problems to the Site Coordinator immediately
- Provide positive feedback, praise and encouragement, as appropriate
- Form a positive, professional and supportive relationship with students and staff
- Attend field trips and follow procedures and guidelines mandated
- Perform other duties as assigned

Qualifications:

- Three years' experience working with elementary school children (preferred)
- Experience working closely with people of diverse backgrounds
- Strong oral and written communication skills
- Bilingual English/Spanish/Amharic preferred

Compensation: Starting rate: \$15/hr.

Application Process: Please submit your resume and cover letter, by email to: hrjobs@marcumllp.com. Please include the job title, "Pre-After School Program Assistant" in the subject line of your email.