

Title: Launch Kenmore Program Assistant

Position: Part-time ministry leadership position

Responsible to: Launch Kenmore Program Manager

Mission Statement:

We exist to connect students and their communities to Christ and the Church through real, loving and non-threatening avenues.

Main Objective:

To use your gifts and talents to assist the Launch Kenmore Program at First Glance. This position is focused on meeting the needs of the students in the three Elementary Schools in the Kenmore cluster as an afterschool program. This position will work under the supervision of the Launch Kenmore Program Manager assisting in all duties to make the program a success. This position is for an unspecified duration and constitutes "at will" employment.

Job Description:

Launch Kenmore program:

1. Transport students from local schools to First Glance for programming
2. Complete all necessary reports, including processing student's attendance in appropriate app, as well as necessary SEI (Summit Education Initiative) forms.
3. During Homework/Tutoring time, monitor student progress and assist with homework help.
4. Lead activities, lessons, and games during stations time.
5. Ensure proper supervision of students during drop-off and pick up.
6. Assist with daily cleaning after programming is complete preparing First Glance for the next program.
7. Maintain success focused program atmosphere, monitoring student behavior and involvement.
8. Maintain confidentiality of student information.

Students:

1. Personally invest in students, setting the example of how to effectively impact these students for Christ.
2. Participate in clearly presenting the gospel at least twice annually.
3. Actively seek to connect students to the church.
4. When necessary, discipline students according to First Glance policies, with an attitude of grace and forgiveness.
5. Facilitate communication with student's parents through Facebook, social media and personal contact.

Organizational Responsibilities: Implement First Glance's mission and culture at the assigned program, providing a bridge between the program and the organization.

1. Attend and help with all special events as assigned.
2. Help with general First Glance tasks that arise.
3. Attend and participate in annual Vision Day meeting (full-day).
4. When needed represent program at organizational events.
5. Adhere to and enforce related First Glance policy and procedures.

Expectations:

- Scheduled 2-5:30pm every school day, plus summer activities.
- Meet with your supervisor, attend monthly Staff meetings, and monthly Extended Staff meetings
- Common Business Courtesy: Return phone calls and emails within 24 hours, be on time to meetings, events and programs
- Adhere to related staff policy and procedures
- Must have current driver's license

