After School Program On-Site Support

We are looking for passionate adult volunteers to support an innovative After School program. Since 2011, the University of Oregon Service-Learning Program has collaborated with the Bethel School District and United Way of Lane County to facilitate after school programs at Fairfield and Malabon Elementary. UO students build relationships with elementary students while developing weekly activities, lesson plans, and homework help. UO volunteers gain first-hand experience working in the K-12 system and participate in professional and personal development.

The On-Site Support Volunteer for the Promise Neighborhood After School Program will provide mentoring and support to student leaders and give continuity to the program. The volunteer will participate in day-to-day after school programing at either Fairfield or Malabon Elementary schools. The program takes place on Mondays and Wednesdays from 2:30 – 5:00 pm at Fairfield and Tuesdays and Thursdays from 2:00 - 5:00 pm at Malabon.

**Essential Responsibilities/ Activities:**

- Provide on-site support for two days of the After School Program (Monday/Wednesday or Tuesday/Thursday)
- Support Site Coordinators in volunteer management strategies
- Ensure safety for students and volunteers (monitor dismissal of children, emergency response, etc.)
- Keep attendance of volunteers and sign their time sheets and evaluations at the end of the term
- Communicate with school principals, faculty and parents
- Help Site Coordinators develop and facilitate professional development workshops for volunteers

**Required Qualifications:**

- Passion for youth development
- Organization and flexibility

**Preferred Qualifications:**

- Volunteer management experience
- Experience with elementary age students
- Experience mentoring college students
- First Aid certificate
- Own transportation