



**Thomasville Community Resource Center, Inc.  
Afterschool & Summer Program  
Job Title: Student Aide**

Under the supervision of the Site Coordinator and Lead Teacher, Student Aide will assist teachers with a small group of children to help with homework, one on one tutoring and small group enrichment.

**Qualifications:**

1. Must be at least 15 years of age or older
2. Attending high school or a high school diploma
3. Desire to work with at-risk children preferred
4. Never been found to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct
5. Not have any physical handicap or mental health disorder, which would interfere with the person's ability to perform assigned job duties
6. Not have a criminal record

**Tasks:**

- Tutor and assist students individually or in small groups in order to help them master assignments
- Provide academic support
- Assist with distribution
- Lead students in organized groups activities
- With direction from the teacher or site manager assist with games and other recreational activities to promote physical, mental, and social development
- Help maintain a neat and organized TCRC.
- Keep teacher and/or Site Coordinators informed in advance of any issues or problems
- Report any cases of suspected child abuse or neglect to lead teacher
- Perform all duties as assigned
- Attend all site and staff meetings
- Be familiar with and follow all TCRC Policies and procedures
- Report any cases of suspected neglect and abuse to Teacher or the Site Manager

**Time Commitment:** 15-20 hours a week, not to exceed 25 hours

**Training:** Mandatory trainings will typically be conducted on Saturdays. Orientation must be attended within 14 days of hire.

**Physical Requirements**

- ✓ Must have the ability to:
- ✓ Lift up to 20 pounds
- ✓ Climb up and down stairs with or without a load
- ✓ Have mobility required to ensure the safety of students both inside and outside of center
- ✓ Work outside ability to be exposed to elements (pollen, humidity, etc)
- ✓ Stand and /or bend continuously for a minimum of 2 hours with or without a load
- ✓ Perform light cleaning with household grade chemicals
- ✓ Have visual and hearing capabilities that are with consistent supervision of children.

***Reports to:*** Teacher or Site Manager