



Neighbors Plus – After-School Recess Assistant Job Description

Goal: To assist the Kids Hope Director in leading the After-School Recess program on Wednesday evenings.

Responsibilities:

1. Oversee and manage After School Recess (Wednesday evenings, October – April), including volunteer recruitment, planning activities, and assistance at Community Night.
2. Establish and maintain a relationship with ASR students, families, and volunteers.
3. Develop and implement strategies to recruit, train, supervise, and affirm volunteers.
4. Communicate with others about God's blessing in the program, including written stories, personal conversations, and speaking at the Harderwyk worship services.
5. Visit the Neighbors Plus Board meeting at least once a year.
6. Meet six times a year with the Neighbors Plus Director and other peer leaders to discuss program, communicate concerns, brainstorm solutions, and demonstrate accountability to goals.

Job Requirements:

- Bachelor's degree, preferably in Education or Social Work, or equivalent experience
- A strong personal faith in Jesus Christ as Savior
- A member of Harderwyk Ministries
- Contagious love for children
- Ability to affirm and encourage others
- Ability to develop positive relationship with people in the church, school, and community
- Experience in program planning, supervision, and work with young children
- Effective communication skills
- Ability to obtain Chauffeur's License

Hours: 5-10 hours per week during the school year

Accountable to: Neighbors Plus Executive Director

To apply: please email letter of interest and resume to jennifer@harderwyk.com or mail to:
Jennifer Roudebush, Executive Director
Neighbors Plus
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