



Position: Program Leader / Tutor
Reports to: Site Coordinator
Date: March 2009

Supervise Programs

- Incorporate Wings' vision, mission, and goals into the activities of the program.
- Develop and maintain a safe and supportive afterschool learning environment in which children thrive.
- Design and implement programs with clear goals and objectives that lead to positive outcomes for participating students.
- Assist in the recruitment and retention of students to ensure that the maximum number of students participate whenever possible.
- Follow school discipline policy to ensure continuity between afterschool programming and the school day.
- Maintain the safety of students, perform routine first aid, and seek assistance for serious injury/illness.
- Supervise volunteers assisting with program.

Communication and Paperwork

- Work effectively with Site Coordinator, other program leaders and tutors, school faculty and staff, and parents to foster a team approach to delivering quality programming.
- Work as a community liaison in all aspects of the organization – i.e. disseminate information about Wings to parents, community members, and potential program leaders.
- Submit all paperwork to Site Coordinator in a timely manner.
- **Please note that in order to be employed by Wings you must have a W-4, I-9, and criminal background check on file with the Windham Southwest Supervisory Union prior to your first day of employment.**

Other duties as assigned by the Site Coordinator.