

Foundations, Inc. Position Description

Position Title: Afterschool Program Liaison										
Department: Expanded Learning										
Supervisor Title: Program Manager										
Positions that Report to this Position, if any: n/a										
Working Status (i.e., part time, full time): part-time										
Position Purpose: The Afterschool Program Liaison works in support of afterschool programming provided for high school children from the Fairhill Apartments.										
Essential Duties, including but not limited to: <ul style="list-style-type: none"> • Conduct outreach to Fairhill residents to recruit children for the afterschool program. • Assist families with completing registration and other paperwork. • Maintain contact with families whose children are participating in the afterschool program. • Maintain contact with children to encourage attendance in the afterschool program. • Supervise children to ensure that they safely and punctually embark on transportation en route to the afterschool program. • Attend the afterschool program with the children once a week. • Assist Foundations staff with tracking attendance and retention numbers. • Periodically meet by phone or in person with Foundations staff. • Other duties as needed. 	Estimate the percentage of your time that is spent on each duty (must add up to 100%) <table style="width: 100%; border: none;"> <tr><td style="padding-left: 20px;">15%</td></tr> <tr><td style="padding-left: 20px;">15%</td></tr> <tr><td style="padding-left: 20px;">10%</td></tr> <tr><td style="padding-left: 20px;">10%</td></tr> <tr><td style="padding-left: 20px;">10%</td></tr> <tr><td style="padding-left: 20px;">15%</td></tr> <tr><td style="padding-left: 20px;">10%</td></tr> <tr><td style="padding-left: 20px;">10%</td></tr> <tr><td style="padding-left: 20px;">5%</td></tr> </table>	15%	15%	10%	10%	10%	15%	10%	10%	5%
15%										
15%										
10%										
10%										
10%										
15%										
10%										
10%										
5%										
Decision Making and Financial Responsibilities: n/a										

Requirements/Qualifications/Competencies:

- Experience working with high-school aged children.
- Minimum educational attainment of a high school diploma.
- Excellent interpersonal and communication skills.
- Understanding of youth development.
- Creativity and flexibility in problem-solving.

Description completed by: HR

Date approved by Executive Office: 6/22/11