



**Walden Community Center**

**AFTER SCHOOL PROGRAM**

## Student Coordinator Position Description for the Walden Circle Community Center

Fall 2014

**Position:** Paid leadership role at the Walden Circle Community Center (WCCC)

**Background:** Walden Circle is a rental community of 300 townhomes in Woodlawn, MD. The Community Center is located in this neighborhood and is just reopening for the year with a new support staff and up to 35 children, some of which are new to the neighborhood and others who have been there since the WCCC opened. The center is now open to children arriving from school from 3:00 to 6:00 on Mondays through Fridays whenever Baltimore County Public Schools are in session.

At this time, we are looking for student coordinators with availability two days a week: Wednesdays and either Monday or Tuesday.

**Duties:** In conjunction with Shriver Peaceworkers and another student coordinator, the student coordinator is expected to:

1. Open the center at 3:00 and close at 6:00,
2. Recruit and coordinate volunteers to serve at the WCCC,
3. Prepare and pass out snacks for the children,
4. Offer homework help to children,
5. Work with volunteers to offer activities for the children to participate in, such as: arts and crafts, sports, games, etc,
6. Meet with Peaceworkers at other Student Coordinators informally each week to discuss the WCCC (past week, plans, ideas, etc.),
7. Light cleaning as needed after closing the center.

**Qualifications:** The ideal candidate will have some if not all of the following qualifications:

1. Experience working with children in similar settings (after school programs, class rooms, camps, etc.),
2. A desire to work with and teach children,
3. Patience and enthusiasm,
4. Ideas for creative programming that will excite and inspire children,
5. The ability to commit to a set schedule for the semester,
6. The ability to recruit volunteers from the student body or community that will commit to working a consistent schedule alongside the SC throughout the semester,
7. A valid drivers license.

There is a lot of flexibility built into this program, and the primary goal of the WCCC is to provide children with a safe environment to come to after school to work on their homework, receive a snack, and be with their friends. Fresh ideas are welcome and we hope that the person who applies for this position brings something that they are passionate about and wants to share with the children, whether this is related to studies or hobbies. In this position, student coordinators will also be enrolled in Practicum 096 as a leader.