



990 Spring Garden St, Suite 601
Philadelphia, PA 19123

SOCIALIZED RECESS LEADER

ORGANIZATION SUMMARY

EducationWorks (EW) is a nonprofit organization providing academic support, career readiness, and enrichment programming throughout Greater Philadelphia. By tackling core issues like literacy, graduation rates, safety and social awareness, we are equipping individuals with the tools needed to stay safe, finish school, make better choices, and become more productive members of their communities.

Recognizing that each child has unique needs, staff works directly with community and school leaders to identify challenges and create customized programs that will have the greatest impact. From in-school programs to after-school and summer programs, children from six weeks to adulthood are positively impacted by EducationWorks programming.

POSITION SUMMARY

The Socialized Recess Leader will be responsible for providing direct socialized recess and educational services to children in the in-school program, participate in planning activities, and assist with management of necessary paperwork. The primary responsibilities of the Socialized Recess Leader will include student safety, support in lunchrooms, assistance with transitions, and assistance with facilitating a positive climate.

The Socialized Recess Leader will work approximately 20 hours per week: 10:00AM-2:00PM (depending on site's needs) Monday-Friday.

The Socialized Recess Leader reports to the Manager of Impact and Operations.

DUTIES AND RESPONSIBILITIES

- Supervise students in the lunchroom, on the playground, outside the building, and in other areas as directed by the principal
- Support the transition from the cafeteria to the playground, and return to classes
- Guide children's play time to ensure safe, fun, and engaging recess periods
- Provide organized games and activities to eliminate fighting, bullying, and other negative behaviors

- Work with school leadership, lunchroom staff, Noon Time Aids, and teachers to support a positive climate during recess and the transition periods
- Provide indoor recess/game activities so that children are constructively engaged when remaining in the cafeteria, during inclement weather

QUALIFICATIONS

- Ability to be physically active with and engage children and youth
- Experience with urban settings and diverse populations
- Excellent interpersonal and communication skills
- Energetic, enthused about structured recreation for children, and well-organized

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required; college preferred
- Experience working with elementary school-aged children

PHYSICAL REQUIREMENTS

Ability to physically perform the duties required and to work in the environmental conditions required such as:

- Traveling to schools – valid driver’s license and/or access to transportation when necessary
- Maneuvering in an office space-reaching file cabinets, filing, faxing, scanning, coping, typing, mailing, and making phone calls
- Standing, walking, sitting for long periods of time, speaking loudly and clearly, seeing and hearing things both near and far away, stooping, kneeling, fine finger and hand manipulation in use of a computer, chalkboard, dry erase board or projector.
- Must be able to lift up to 20 lbs.

APPLICATION INSTRUCTIONS

Email resume and cover letter to applications@educationworks.org