

**CLAYMONT COMMUNITY CENTER  
POSITION DESCRIPTION**

**POSITION TITLE:** Learning Coach  
**DEPARTMENT:** Workforce Development  
**REPORTS TO:** Special Projects Manager  
**FLSA STATUS:** Non-exempt

**ORIGINAL DATE:** September 2018  
**REVISED DATE:**

**SUMMARY:**

Provides learning assistance to students in the C3 afterschool program.

**PRINCIPLE RESPONSIBILITIES:**

- Provide educational support to students in the C3 after-school program.
- Coordinate intake and enrollment paperwork.
- Organize student files. Make sure required documents are present, current, and complete.
- Maintain daily attendance.
- Coordinate, develop curriculum, and implement educational programming for students including individual and group tutoring, and implementing life skills workshops.
- Work with Special Projects Manager to track student progress and provide feedback to students and parents.
- Work with students and parents to resolve issues they can't resolve on their own.
- Keep track of supplies needed. Submit requests for supplies to the Special Projects Supervisor for approval.
- Meet with the Special Projects Manager once a week to review activities.
- Participate in program assessment, goal setting, and planning for new services.
- Assist with marketing the C3 program.
- Report any problems with the room or equipment to the Special Projects Manager and Facilities Manager.
- Immediately report to CCC Senior Management if any student or parent experiences an injury, illness, or other incident during their time in the CCC. Complete a CCC Incident Report form that day.
- Perform other duties as needed.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**EDUCATION REQUIREMENTS:** The minimum level of formal education that is required to perform this job satisfactorily.

- Associate's degree in Education or related field required; bachelor's degree in education or related field preferred.

**TRAINING, SKILLS, KNOWLEDGE, AND/OR EXPERIENCE:**

- 3 or more years' experience teaching and/or tutoring school students.
- Experience working with youth.
- Excellent communication skills and ability to develop positive relationships with children, adolescents, and adults.

**PHYSICAL REQUIREMENTS:** No specific physical requirements are necessary for this position.