

# Job Description

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**POSITION TITLE:** Activity Leader - H.O.P.E. Community Learning Center

**REPORTS TO:** Site Director or Program Specialist

**POSITION DESCRIPTION:** Explore and implement creative and effective teaching methods in the H.O.P.E after school program. Responsible for assisting students with homework/academic activities during the academic hour. Engage in enrichment and recreational activities during the program. Other duties include: assisting with distribution of supper/snack, cleaning up all areas utilized during program hours, and assisting with program dismissal.

**Preferred Experiences and Qualifications:**

Two years of college level courses in general studies or education field preferred  
Experience with elementary/middle/high school students  
Ability to work with a widely diverse ethnic population  
Ability to work in a community-based environment  
Ability to work the following hours: 3:00- 6:00 pm, Monday through Friday  
Must be available for occasional ongoing training  
Must be available for occasional functions that take place after 6pm or weekends

**Terms of Employment:**

Continuation of position is based on a successful evaluation upon completion of each instructional series.

**Salary:**

\$10.00 per hour with an Associate's Degree or official transcript with documented two years of college credits.

Interested and qualified candidates must apply to:

H.O.P.E. Community Learning Center Program Director  
Hamtramck Public Schools Community Center  
11350 Charest  
Hamtramck, Michigan 48212  
Fax: (313) 893-4870