



<b>Job Title:</b>	Assistant Teacher – HUB Summer Camp	<b>Job Category:</b>	After School / Education
<b>Department/Group:</b>	After School Program	<b>Position Type:</b>	Part-Time
<b>Location:</b>	The Hub - 19 S. 49 <sup>th</sup> Ave, 74127	<b>Pay Range:</b>	\$13.00 - \$15.00 / hour
<b>Reports to:</b>	Program Manager – After School Program	<b>Position Type:</b>	Support

#### About The Common Good:

We collaborate with our Northwest Tulsa neighbors and other partners advocating for the community, and creating opportunities through education, physical and mental health, career development, sports and the arts for children, families, and residents of all ages.

#### Job Description:

The Common Good operates a DHS-licensed after-school program dedicated to supporting elementary students in a safe, engaging, and nurturing environment. We believe that every child deserves a place to learn, grow, and thrive beyond the school day.

We are looking for a motivated, compassionate, and dedicated Assistant Teacher to join our team and help create a positive learning experience for our students. If you love working with kids, have a teachable spirit, and thrive in a dynamic, team-oriented setting, we'd love to hear from you!

#### ✔ Engage & Support Students

- Build positive, trusting relationships with each child, ensuring they feel safe, welcomed, and valued.
- Interact with students in a friendly, respectful, and encouraging manner.
- Help maintain a structured, engaging, and inclusive learning environment.

#### ✔ Classroom & Program Assistance

- Assist the Lead Teacher with implementing lesson plans, activities, and enrichment programs.
- Supervise and engage with students during activities, transitions, and outdoor play.
- Help manage student behavior using positive reinforcement and redirection techniques.

#### ✔ Safety & Communication

- Ensure students are always supervised and safe, following all program health and safety procedures.
- Communicate with parents, guardians, and staff about student progress, behavior, and program updates.
- Report any safety concerns, behavioral issues, or incidents to the Lead Teacher or Site Director.

#### ✔ Collaboration & Growth

- Work closely with the Lead Teacher and team to support program goals and enhance the student experience.
- Attend staff meetings and professional development opportunities to strengthen your skills.
- Assist with record-keeping (attendance, behavior, progress reports) as needed.

#### What We're Looking For:

##### Must-Haves:

- ✓ High school diploma or GED (some college coursework in education or child development preferred).
- ✓ At least 1 year of experience working with elementary students in a structured setting (after-school program, camp, classroom, youth group, etc.).
- ✓ Ability to effectively communicate with students, staff, and parents.
- ✓ Friendly, flexible, and adaptable in a fast-paced environment.
- ✓ Passion for working with children, especially in underserved communities.
- ✓ Ability to pass a background check and fingerprinting process.
- ✓ Available to work during Summer program hours: Monday–Friday, 8AM-5:30PM (must commit to at least 3 days per week).

##### Preferred but Not Required:

- ✓ CPR & First Aid Certification (or willingness to obtain).

- ✓ Experience in low-income communities or trauma-informed environments.
- ✓ Knowledge of trauma-informed strategies.

**ADDITIONAL NOTES**

This job description is intended to provide a general overview of the responsibilities and qualifications for the position. Your responsibilities may extend beyond these duties and are not limited to them; supervisors may assign other tasks or responsibilities as deemed necessary.

The Program Manager will establish your schedule, including any additional hours.

To apply, please go online to <https://forms.gle/DRxidkZDp4uahbee6>