Job Announcement

After School Program Aide
(Part-time)

IRIS (Integrated Refugee & Immigrant Services, Inc. [www.irisct.org]) is a dynamic refugee resettlement agency with offices in New Haven and Hartford, CT. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, contributing members of their new communities. While IRIS has traditionally focused on helping refugees, it is increasingly serving our undocumented neighbors and other immigrants as well.

IRIS is looking to hire a responsible and hardworking aide to ensure that our after-school program runs smoothly. The program is held at the United Church on the Green Parish House, 323 Temple Street, New Haven. This is a 12-15 hours/week, part-time position.

General Description

The after-school program aide will assist in facilitating supplementary education programming for third through eighth grade students enrolled in the IRIS After School Program. The aide will work together with the program coordinators and a team of volunteers to create a safe and orderly environment to promote learning and social success. Please note, as this is a new position, the specific duties may change and evolve based on program needs.

Candidates must be fully vaccinated against COVID-19 and comfortable coming into contact with other people.

Specific Duties

- Prepare the daily snack; wash dishes and utensils, keep kitchen clean and in good order
- Help keep program materials organized, alphabetize folders, organized name tags, etc.
- Help set up the Great Hall and tutoring rooms for activities
- Help maintain daily attendance records, as needed
- Help student exiting and entering busses; keep accurate bus lists
- Help student cross the street safely for recess
• Help coordinators solve incidental problems that arise in the course of the program

• Perform other related duties as needed

• Participate in regular IRIS Education Team meetings; support other educational programs and initiatives as needed.

**Priority will be given to applicants with the following qualifications:**

• A high school diploma and work experience
• Good communication and people skills
• Attention to detail
• A positive “can-do” attitude
• Some experience working with youth, immigrants, and/or refugees
• Fluency in spoken and written English
• Proficiency in another language preferred (especially Pashto, Dari, Farsi, Swahili, Arabic, or Spanish)

**Supervised by:** Director of Education

**Regular Hours:** Monday through Thursday 2:30 to 6:00pm

**Calendar:** The program will follow the New Haven Public Schools calendar

**Compensation:** $16 to $18.00 per hour

**Benefits:** Vacation and sick leave

IRIS is an affirmative action-equal opportunity employer.

**To apply,** send an email to our Director of Education at humanresources@irisct.org as soon as possible with the following:

• A subject line that says “AfterSchoolAide—YOUR NAME”
• A cover letter
• An attached resume with three professional references

*Applications will be reviewed in the order they are received and until the position is filled.*

*No phone call please*