

## **Teacher Aide** Friendship House of Christian Service, Billings, MT 59101

Job Type Part-time



**Working Schedule:** Mon-Fri 1-6pm

**Organization Description:** Friendship House of Christian Service is a Faith Based Community Development Agency located in the heart of the Billings' "South Side" neighborhood. Since 1957, we have served as a family and community resource center dedicated to improving the spiritual, social, emotional, and economic conditions of the South Side by providing services and opportunities for children, youth, teens, adults, and families.

Our primary focus is building a healthy community based on holistic family programming. We accomplish this goal by providing the following wrap around service programming: Preschool; Youth Afterschool & Summer Enrichment; Teen Programs; Adult Life Skills & Education; Child, Adult and Family Counseling.

### **Service Responsibilities:**

Work **under the direction of the Lead Teacher** to:

- Provide a physically and emotionally safe place for all youth participants, staff, and visitors.
- Ensure a positive, safe, and effective program experience for every participant.
- Operate program using established guidelines, policies, and procedures.
- Prepare and implement youth development activities.
- Prepare and cleanup of meals, classrooms, playground, etc.
- Transition of children from one activity to another.
- Utilize the systems for measuring, tracking, and reporting program effectiveness against program goals and outcomes.
- Meet and maintain all State Child Care licensing requirements and ensure regulations are always followed.
- Consistently and proactively seek out ways to improve program effectiveness (impact) and efficiency (cost).
- Be on duty and on-site during program hours.
- Other duties as assigned.

Job Type: **Part-time, Monday to Friday**

Experience: working with youth: 1 year (Preferred)

Education: High school or equivalent (Preferred)

Work Location: One location

Hours per week: 20-29

This Company Describes Its Culture as:

- People-oriented -- supportive and fairness-focused
- Team-oriented -- cooperative and collaborative

Company's website: [friendshipmt.org](http://friendshipmt.org)

Work Remotely: No