



## Anna Maria College Off-Campus Federal Work Study Job Description

50 Sunset Ln.  
Paxton, MA 01612

<b>Name of Organization:</b>	Burncoat Elementary School
<b>Site Address:</b>	526 Burncoat Street Worcester, MA 01606
<b>AMC Supervisor:</b>	Julie Hurley
<b>Supervisor Preferred Contact Information:</b>	Juliehurley@annamaria.edu
<b>Position Title/Classification:</b>	Arts and Crafts After School Program Coordinator
<b>Positions Available:</b>	2
<b>Hourly Wage:</b>	\$16/hour
<b>Job Description:</b>	Burncoat Elementary is seeking motivated students to facilitate their arts and craft after school program. This job requires planning and implementation of art activities as well as assisting students with homework as needed.
<b>Duties Performed:</b>	<ul style="list-style-type: none"> <li>• Plan arts and crafts activities for students in grades 1 &amp; 2</li> <li>• Organize and maintain supplies</li> <li>• Monitor students in the arts &amp; crafts afterschool program</li> <li>• Assist students with homework</li> </ul>
<b>Specific Qualifications:</b>	Interest in working with elementary aged children.
<b>Hours/Week:</b>	4 hours total: Tuesday & Thursday 2:30-4:30
<b>Special Application Instructions:</b>	Interview required, CORI required

Dates of Employment (check one):

- Full Academic Year**  
 Fall Semester Only  
 Spring Semester Only  
 Summer Semester Only

Summer start date:

Summer end date:

