



## **AFTERSCHOOL ASSISTANT TEACHER**

**Summary:** The Mississippi Children's Museum-Meridian (MCMM) is looking for energetic, outgoing individuals who want to work in a fun, educational, fast-paced environment helping bring out superior afterschool experiences. This individual must provide a high profile, enthusiastic presence, engage children in proper play, and help keep museum galleries tidy and clean during rotations. This is a part-time position requiring approximately 16 hours of commitment per week from 2:30 pm to 5:30 pm Monday/Tuesday/Thursday/Friday and 1:30-5:30pm on Wednesday. The school calendar may dictate some specific day changes.

### **Responsibilities:**

- Submit daily attendance records.
- Ensure safety and supervision of a group of up to 15 children.
- Monitor and take part in the activities for and with the children.

Facilitate programming when needed.

- Communicate with museum staff and guests in a professional and courteous manner.
- Help and encourage children with their homework and academic enrichment activities.
- Always keep a positive attitude and personality with all children.
- Enforce safety rules and ensure practices are followed as they relate to children and staff.

### **Qualifications and Skills:**

- Ability to be a positive influence on children.
- Flexible day-to-day schedule and routine.
- Experience working or volunteering directly with children in an educational or professional setting.
- Excellent interpersonal and verbal communication skills.
- Commitment to customer service, excellence, and teamwork.
- Ability to communicate effectively, motivate children, and lead groups.
- Ability to respond to safety and emergency situations.
- Must successfully pass fingerprinting and background checks.

### **Hours:**

Monday/Tuesday/Thursday/Friday 2:30-5:30 pm and Wednesday 1:30-5:30pm following Meridian Public School District calendar.

There will be several hours of training prior to the first day of the program.

*The Mississippi Children's Museum is a 501(C)(3) organization with the mission to create unparalleled experiences to inspire excellence and a lifelong joy of learning. Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary.*

7/2/25