



covenant home school resource center

CHSRC.ORG

2940 W Bethany Home Rd., Phoenix, AZ 85017

602-277-3497

Covenant Homeschool Resource Center (CHSRC) is hiring.

CHSRC is seeking a dedicated and passionate individual to join our team as a resource center assistant. This role will be instrumental in supporting the operations of CHSRC providing valuable assistance to homeschooling families. If you have a passion for home education, a strong understanding of homeschooling principles, and the ability to provide exceptional support and guidance to our community, we encourage you to apply.

Job title: Homeschool Resource Center Assistant

Hours: We are open Tuesday-Friday from 9:00 am-3:00 and occasionally Saturdays. This is a part-time job, usually about 20-24 hours a week during low-demand seasons. The hours will increase during the summer and special events.

Compensation: \$15.00/hr

Job Duties:

1. Resource Center Operations:
 - Assisting with the day-to-day operations of the homeschool resource center, while ensuring a welcoming and supportive environment for all visitors.
 - Accepting donations, pricing books, and shelving and organizing books.
 - Answering phone calls and social media messages.
 - Keeping work areas clean and organized.
2. Homeschool Support: Providing guidance and assistance to homeschooling families addressing their needs, offering educational resources, and connecting them with appropriate materials.
3. Team working: Collaborate with the team to develop and implement workshops, and events that cater to the needs of homeschooling families and contribute to the overall mission of CHSRC.
4. Community Engagement: Foster relationships with local homeschool groups, co-ops and other relevant organizations to support networking, partnerships, and outreach efforts.

Job requirements:

- A deep understanding of homeschooling philosophies and best practices.
- Passion for home education and a commitment to supporting homeschooling families in their educational journey.
- Knowledge of various homeschooling curriculums, basic knowledge of homeschooling laws, transcript making, teaching and learning styles, etc.

- Strong sense of customer service.
- Excellent communication and interpersonal skills, with the ability to connect with diverse individuals within the homeschooling community in person, over the phone and on social media.
- Strong organizational abilities and attention to detail.
- Proven ability to work collaboratively as part of a team and independently when necessary.
- Lifting of boxes around 30 lb. required.
- As stated in CHSRC's by-laws employees need to agree with CHSRC's statement of faith. [Statement of Faith | chsrc](#)

We offer a welcoming and supportive work environment, and the opportunity to make a meaningful impact within the homeschooling community.

If you are enthusiastic about providing valuable support to homeschooling families and are eager to contribute to the success of Covenant Homeschool Resource Center, we invite you to submit your application. Please include your resume.

Thank you for your interest in joining our team! We look forward to reviewing your application.