



PROGRAM ASSISTANT (Part-time, School Year)

Job Summary:

Program assistants will assist in providing supervision to school-age students, support facilitation of an arts-based social-emotional learning-influenced curriculum, oversee volunteer helpers, and act as a liaison between school administrators, staff and WAV program director/team members.

Reports to:

Program Facilitator, Program Coordinator, Director of Programs

Responsibilities:

Duties may include, but are not limited to, the following:

Assist the Program Facilitator with:

- Day-to-day operations of the program, working closely and cooperatively with program interns, volunteers, and other staff.
- Implementation of all necessary processes to support the program activities including recordkeeping, and data collection.
- Daily distribution of and record keeping of meals, making records available to meal providers as requested.
- Inventory of supplies for program use.
- Support students with group activities as assigned.
- Support with maintaining program space in accordance with school or program facility requirements.
- Support with maintaining an inviting, safe, orderly environment.
- Support with monitoring student behavior on site during program hours and utilize appropriate discipline measures, as necessary.
- Assist students in developing positive self-esteem and interpersonal relationships with peers and adults through role modeling and constructive interaction with students, parents, and staff.
- Attend required trainings and meetings as requested and required.
- On site, interact with parents and communicate appropriate information to them as instructed by Program Facilitator, Program Coordinator, or Director of Programs with documented record of communication.
- Perform related duties as assigned.

Ability to:

- Work the following part-time schedule (as assigned but not limited to):
 - Training: Attend and complete the required training **September 25th through September 28th, 4 hours each day.**
 - Afterschool Hours: **October 1, 2023 – May 24, 2024, Monday – Thursday, 4 Hours per day/16 hours per week, 2:15 pm – 6:15 pm, flexibility may be required.**

-- and/or --

- In School Hours: Starting after **September 29, 2023, working two days per week, approximately 1:30 pm – 3:00 pm (days/times will be determined in September), 1.5 hours per day/3 hours per week.**
- Provide assistance when necessary to assure effective implementation of the program.
- Organize students program project activities; adhere to priorities and timelines for project management and report preparation.
- Establish and maintain cooperative working relationships with volunteers, school or facility staff, and parent/guardians when on-site.
- Maintain confidentiality/confidential records.
- Work with culturally diverse students, in a manner that is both sensitive and respectful.
- Understand, interpret, and follow school or facility policies and protocols regarding student safety, behavioral expectations, and student release procedures.

Experience and Education:

- Minimum High School Diploma with demonstrated relevant equivalent experience in working with school-age children and/or youth development.
- At least two years of responsible work experience with a preference given to experience coordinating/supporting a youth program, recreation program, or other educational programs.
- Demonstrate knowledge of age-appropriate classroom and behavior management skills and age-appropriate activity and curriculum planning.
- Experience working with low-income underserved middle school-aged youth preferred.
- Familiarity with youth development principles and middle school-aged youth preferred.
- Possession of a valid Ohio driver's license is required.
- Familiarity with Microsoft 365 (i.e. Outlook, Word, Excel, etc.)
- Possession of a valid First Aid/CPR Certificate is preferred.
- Cleared Criminal History and Fingerprint Check

Compensation and Benefits

- \$20.00 per hour, 16-19 hours per week
- Paid holidays
- Paid training
- Annual health stipend, eligible after 90-day probation period

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date