

Summer Program Assistant

WORKING HOURS/PAY RATE: 30 hours per week: 12 - 6 p.m., M-F/ \$8.50 per hour

VACATION/SICK DAYS: Unpaid, 2 per semester

HOLIDAYS: Unpaid days off

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minutes lunch break for every 8 hours.

BENEFITS: None Provided

DATES: May 4 - August 28, 2020

BASIC JOB FUNCTION: The Program Assistant will assist staff with oversight 1 of our 4 areas of programming; Healthy Lifestyle, Education, Character and Leadership, and Access to the Arts. The assistant will focus on providing fun, educational, and safe programming for club youth focusing on creative and active programming. This position will directly serve as a positive role model, mentor, and leader to diverse staff and youth. 25% of time will be spent planning and leading programs- 75% of the time will be spent assisting Program Coordinators implement their programs.

EDUCATION/EXPERIENCE REQUIREMENTS: 1 or more year's youth work/volunteer experience required. Individual must be able to work with large groups of youth, and have education and or youth program knowledge.

SKILLS/KNOWLEDGE REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction, and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationships with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

ESSENTIAL JOB FUNCTIONS:

1. Develop and implement daily programs that encourage members to take part in their community and to inspire them to be better citizens.
2. Create and maintain various programs for members to remain involved in.
3. Encourage a positive environment for members to learn, interact, and grow.
4. Conduct small and large group active enrichment activities.
5. Assist with clean up and organization of all program areas.
6. Build positive relationships with youth, volunteers, parents, schools, and community.
7. Assist with tracking daily attendance and other applicable program administrative duties.
8. Assist with preparing information for reporting purposes when necessary.
9. Attend mandatory staff meetings and training sessions.
10. Report to Program Director.
11. Assume other duties as assigned.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
2. Ability to work in a professional environment and positively represent organization under various levels of stress.
3. Ability to work on multiple projects and prioritize effectively.
4. Visual acuity for accurate reading, typing, filing and use of computer screen.
5. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
6. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
7. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
8. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
9. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Send Resume to
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