



The mission of CFUM is to create a community that supports the potential of children, youth, and families through educational success, healthy living, and community engagement.

## **CHILDREN AND FAMILY URBAN MOVEMENT PROGRAM ASSISTANT JOB DESCRIPTION**

**Job Title:** Program Associate (3-5)  
**Reports to (title):** 3-5 Program Coordinator  
**FLSA Status:** Non Exempt (hourly)  
**Last Update:** December 2017

### **Primary Purpose and Goal:**

Advance the mission of CFUM by working directly with children and volunteers in The Haven after school program. The goal of The Haven is to offer academic support, creative self-expression and healthy self-development.

### **Duties and Responsibilities:**

- Work directly with staff, volunteers and program participants to ensure a safe and nurturing environment, relationship building, community building.
- Assist with implementation of purposeful activities for program participants.
- Provide direction and assistance to children.
- Provide direction and assistance to volunteers.
- Prepare and organize program space and materials for programming and clean up after programming.
- Be available for scheduled meetings and trainings.

### **Additional Responsibilities:**

- Provide re-direction for participants when needed.
- Address significant behavioral issues in accordance with CFUM policies.
- Perform other duties as assigned.

**Internal Contacts:**

- 3-5 Program Coordinator– Coordinate all aspects of the program
- 3-5 Program Associates – implement program plans
- Children – engage in program activities
- Volunteers – orient and direct for support

**External Contacts:** none

**Knowledge, Skills and Abilities:**

- Knowledge of basic human development regarding the ages of children served
- Communication skills – listening, speaking clearly
- Ability to observe large group settings and respond appropriately where needed.
- Ability to set and maintain boundaries with children
- Conflict resolution

**Behavioral Expectations:**

- Represent CFUM positively, professionally, courteously and effectively.
- Assist or take on new tasks to help CFUM achieve its mission.
- Build positive internal and external relationships.
- Adhere to the CFUM values.
- Maintain confidentiality regarding participants, personnel and organizational information at all times.