



Children and Family Urban Movement, 1548 8<sup>th</sup> Street  
Des Moines, Iowa 50314  
Phone: 515-282-3242  
Web Site: CFUM.org

*The mission of Children and Family Urban Movement is to create a community to support the potential of children youth, and families through educational success, healthy living, and community engagement.*

**Job Title:** Gender Specific Program Assistant (Backyard Boyz)  
**Reports to:** Gender Specific Program Coordinator  
**Benefits/Status/Pay Range:** Part-time (20-30 hours/week school year; potential full time during summer) – competitive wage and benefit package

**Primary Purpose and Function:**

Advance the mission of CFUM through gender specific programs. The Gender Specific Program Assistant will carry out this purpose by working with other staff, youth and volunteers in:

- Establishing and maintaining positive internal and external relationships
- Program planning and implementation, including youth group facilitation
- Evaluating out-of-school programs and events

**Duties and Responsibilities: Gender Specific Program Assistant works with Gender Specific Program Coordinator and other Gender Specific Staff in:**

- Establishing and maintaining relationships with community organizations and Des Moines Public Schools, especially Harding Middle School
- Establishing, developing, and maintaining relationships with parents
- Developing, organizing, implementing and evaluating opportunities for parent involvement
- Ensuring that planning includes meaningful input from program participants
- Designing evidence-based programming in accordance with:
  - Best practice in middle school education
  - CFUM mission, values, and core program elements
  - Community strengths and needs
- Documenting programs and relationships
- Integrating programs with overall CFUM operations in the areas of:
  - Volunteer recruitment, management, and support
  - Communication, both internal and external
  - Resource development and management
  - Evaluation and strategic planning

**Requirements:**

- High school diploma and at least one year's experience working with children or youth
- Must be available during after school hours, Monday, Tuesday, Thursday, Friday from 2 pm-6 pm; Wednesday 12:30 pm-6 pm
- Competence in electronic calendar and mail, Internet and Microsoft Word and Excel, preferably with PC and Mac
- Willingness and ability to expand knowledge of positive youth development through internal and external training
- Written and oral communication skills with varied audiences including but not limited to:
  - Children, youth, parents and family members
  - Overall CFUM staff
  - Volunteers, community agencies and other decision makers
  - Des Moines Public Schools faculty and staff

The above statements are intended to describe the general nature and level of work performed by the person in this position. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. All requirements are subject to possible modification or reasonable accommodations for individuals with disabilities. Children and Family Urban Movement is an Equal Opportunity Employer.