



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: Program Assistant

Classification: Non-Exempt

Reports to: Program Coordinator

Date: December 17, 2019

Primary Purpose and Function: Represent CFUM positively, professionally, courteously and effectively to constituents as well as in collaboration with other CFUM staff and the families being served by CFUM. The purpose of CFUM's Program Assistant is to advance the mission of CFUM by working directly with children and volunteers in CFUM's out-of-school time programming, including spring and winter break, after school, and summer. This position also assists with the oversight of the program participants and is accountable to ensuring the safety and delivery of program curriculum. This role offers K-5 program participants academic support, opportunities for creative self-expression and healthy self-development.

Essential Responsibilities: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work directly with staff, volunteers and program participants to ensure a safe and nurturing environment, relationship building, and community building.
- Assist with planning and implementation of purposeful activities for program participants.
- Deliver evidence-based programming in accordance with best practice in early childhood education; incorporating CFUM mission, values, and core program elements, with respect for community assets and needs.
- Provide direction and assistance to children and volunteers supporting programming.
- Prepare, organize and clean program space and materials.
- Facilitate small group activities with 15 or less youth.
- Provide re-direction for participants when needed and address significant behavioral issues in accordance with CFUM policies.
- Maintain positive relationships with parents through daily contact and more formal opportunities for parent involvement.
- Develop, organize and implement opportunities for parent involvement.
- Monitor and evaluate the program, including efficient and accurate management of participant data.
- Maintain positive relationships with CFUM staff including in the areas of volunteer management, communication and planning.

Supervisory Responsibility: This position has no supervisory responsibility.

Position Type and Expected Hours of Work: This is a part-time position. This role will typically be dedicated to program time from 1:30-5:30 pm Monday through Friday when school is in session; during school breaks, hours may vary but will remain at a part-time level. Occasionally, hours may vary and could include nights and weekends, depending on programming activities.

Travel: No overnight travel is expected for this position; some local area travel may occur for program activities.

Work Environment: This job operates in a child-centered environment. The noise level is generally moderate to occasionally loud.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This position is primarily focused on time with children and will require prolonged periods of standing and walking throughout the program space. The employee will also need to sit and stand on the floor throughout the day, and bend, kneel, stoop and crouch to be at eye level with children. The employee may be required to regularly lift and/or move items up to 10 pounds and occasionally lift and/or move up to 50 pounds

Education and Experience:

Required:

- High school diploma or equivalent
- Ability to obtain and maintain current First Aid, Universal Precautions, CPR, and Mandatory Reporter credentials
- Strong written, oral and interpersonal communication skills
- Excellent relationship building skills
- Self-motivated and resourceful
- Ability to work independently and as an engaged team member
- Comfortable and skilled working with a culturally diverse staff and community
- Comfortable and skilled working with children in a structured learning environment
- Ability to manage sensitive and confidential information with integrity

Preferred:

- Associates or Bachelor's degree or working towards a degree
- Experience working in youth development and/or educational programs preferred
- Knowledge of community resources and contacts

Additional Eligibility Qualifications: Ability to travel to local activities and events.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Executive Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____