



Children and Family Urban Movement, 1548 8th 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: Breakfast Club Program Assistant
Reports to: Director of Family and Community Engagement
Benefits/Status/Pay Range: Part-time (approximately 10 hours/week when breakfast is served)

Primary Purpose and Function:

Advance the mission of CFUM through assisting with morning feeding program. The Program Assistant will carry out this purpose by:

- Establishing and maintaining positive internal and external relationships
- Program planning and implementation
- Monitoring and evaluating the program

Duties and Responsibilities: Breakfast Club Program Assistant assists the K--5 Program Director in:

- Planning and implementing programs for children in Kindergarten through 5th grade
- Delivering evidence-based programming incorporating CFUM mission, values, and core program elements, with respect for community assets and needs
- Providing direction and assistance to children and volunteers.
- Prepare and organize program space and materials for programming and clean up after programming.

Requirements:

- Experience working in youth development or educational programs
- Willingness and ability to expand knowledge of positive youth development and education through internal and external training
- Must be available Monday through Friday, 6:30-8:30 a.m.
- Good communication skills—both oral and written
- Organizational skills and ability to meet deadlines
- Capacity to function both independently and as an engaged team member

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.