

PHOENIX FAMILY

Position Title: Program Assistant

Days/hours of work: Part Time, non-exempt

Reports to: Human Services Manager

Join an exceptional team committed to making a significant impact in the community. We are currently seeking a Program Assistant for our after school program and summer program. The Program Assistant is charged with monitoring an afterschool and summer reading program and assisting staff in daily activities. The Program Assistant will also interact with program volunteers who are providing intensive literacy and reading instruction to youth age 5 to 14. This is a part time, up to 16 hours per week position, primarily Monday through Thursday with hours of 3:00 pm-6:30 pm.

QUALIFICATIONS:

Required qualifications include:

- Associates degree in Education or related field preferred or equivalent experience.
- Good oral and written communication skills.
- Experience working with children K-8th grade in the urban core and ability to establish trusting relationships with young children.
- Background as a paraprofessional in an education-based afterschool program for youth or school setting.
- Excellent communication skills to partner with other staff, volunteers, community agencies and parents.
- Genuine commitment to helping underserved families and children.
- Effective time management skills and ability to prioritize tasks.
- Computer proficiency in Word, Excel and database systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitor an afterschool program based in a low-income housing community Monday through Thursday.
- Provide support to children in the afterschool program.
- Provide support and direction to volunteers while making volunteers feel valued and appreciated.
- Assist program staff, including the Reading Specialist and Service Coordinator, in daily activities and supervision of children.
- Participate and assist in promotion of special programs and events as needed.
- Foster a positive environment for children and volunteers using a strengths-based approach and rewards system to encourage program participation.
- Actively communicate with property management staff and team to ensure safety and well-being of children.

APPLICATION INSTRUCTIONS

Phoenix Family is an Equal Opportunity Employer. Please provide the following when submitting your application or it will be considered incomplete and will not be considered.

1. Submit a cover letter designating your interest in the position, your salary requirements, and your availability to begin the position (i.e. start date availability).
2. Resume reflecting qualifications and experience.
3. List of at least 3 professional references to contact including names of reference, phone number and email address for each reference as well as what capacity you know and/or worked for the reference.

Email all of the following materials by 09/28/2017 at 5 pm to nmcgee@phoenixfamily.org.

NO PHONE CALLS ACCEPTED.