



## KIDWORKS COMMUNITY DEVELOPMENT CORPORATION

### Job Opportunity: Program Assistant - KBM

**Job Title:** Program Assistant – KidWorks Bishop Manor  
**Department:** Programs – Kinder-12<sup>th</sup> Grade  
**Reports To:** Site Supervisor – KidWorks Bishop Manor  
**Classification:** Non-Exempt / Part-Time  
**Compensation:** \$19 - \$21 / hour  
**Benefits:** Paid Sick Time Accrual, Employee Assistance Program

### ORGANIZATION

KidWorks, a well-respected community development organization located in central Santa Ana, exists to unleash youth potential. KidWorks serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more visit <http://www.kidworksoc.org/ourstory>.

### POSITION SUMMARY

Reporting to the Site Supervisor, the Program Assistant supports the implementation of year-round programming, consisting of afterschool programs, enrichment activities, leadership development and summer programs for students in grades K–12 at the KidWorks Bishop Manor (KBM) center. This role ensures the safety of all students by maintaining a structured, secure environment and adhering to safety protocols. The Program Assistant builds meaningful developmental relationships with students, fostering trust and providing mentorship to support their social, emotional, and academic growth.

The Program Assistant is also responsible for assisting in the daily delivery of program activities, ensuring they align with goals and student needs. They collaborate with the Site Supervisor to adapt programming and work closely with volunteers, offering guidance and support to enhance their effectiveness. Additionally, the Program Assistant tracks student attendance, participation, and progress, maintaining accurate records and assisting with data collection. Regular communication with parents is essential, as the Program Assistant provides updates on student progress and serves as a key liaison between the program and families. This position also assists in community building and engagement through an Asset Based Community Development approach to ensure we are working in partnership with the community.

### ROLES AND RESPONSIBILITIES

#### Program Implementation & Evaluation

- Organize and coordinate daily program elements and activities.
- Set up and break down program areas to ensure they are prepared for activities.
- Lead workshops and seminars as needed.
- Supervise students to maintain a safe, positive, and engaging learning environment.
- Build and maintain positive relationships with parents and guardians, providing regular updates and support.
- Assist with periodic parent and community meetings or workshops.



- Assist with student evaluation and assessment plans.
- Track youth attendance daily and communicate with parents as needed.

#### **Compliance and Safety**

- Ensure that all program areas and facilities are well-maintained and clean.
- Follow all state, county, and KidWorks guidelines, especially those related to health and safety.
- Maintain organized files and databases for student and family information.
- Ensure compliance with Kids Café (healthy snack program) regulations and procedures.

#### **Volunteer Support**

- Provide guidance and direction to volunteers, ensuring they are equipped to fulfill their roles.
- Encourage and support volunteers in building developmental relationships with students.

#### **Special Events, Field Trips, and Camps**

- Assist in planning and attending special events, field trips, and camps.
- Inform students about special event opportunities and support them with sign-ups and participation.
- Help coordinate occasional community events, such as forums or neighborhood cleanups.

#### **Staff Development**

- Participate in required in-service training, conferences, staff meetings, and parent meetings to support professional growth and team collaboration.
- Other related duties as assigned.

### **CANDIDATE PROFILE**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

#### **Education/Experience**

- Bachelor's degree (B.A.) from four-year college or university preferred.
- Two or more years in an equivalent or related position

#### **Skills/Requirements**

- Passion for KidWorks mission and ability to articulate this passion to others
- Demonstrated commitment to the values of diversity, inclusiveness, equity, and empowerment
- Bilingual English/Spanish or English/Khmer highly sought after and preferred
- Excellent writing, communications, and interpersonal skills
- Cultural humility and cross-cultural communication skills across various demographic audiences
- Strong planning, organization, and time management skills
- Detail oriented with the ability to work under pressure and prioritize competing demands and meet deadlines



- Exhibit resourcefulness in meeting the goals of the position
- Proficient in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, Publisher)
- Valid drivers' license and willingness to drive a company van on occasion
- Covid-19 completed vaccination series highly preferred/recommended

#### **APPLICATION PROCESS**

To apply for this position, email [hr@kidworksoc.org](mailto:hr@kidworksoc.org) and include both a cover letter and resume. Please write "**KBM Program Assistant**" in the subject line. Both attachments must be received; incomplete applications will not be considered. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates that follow the application process will receive a response.

*KidWorks is an equal opportunity employer.*