

KIDWORKS COMMUNITY DEVELOPMENT CORPORATION

Job Title: Program Assistant
Department: After School Programs
Reports To: DDC Site Director
Classification: Non-Exempt – Part-Time
Benefits: Part-time Sick Accrual Benefit

THE ORGANIZATION

KidWorks, a well-respected community development organization located in central Santa Ana, restores at-risk neighborhoods one life at a time and 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, please visit <http://www.kidworksoc.org>

POSITION SUMMARY

Reporting to the DDC Site Director, the Program Assistant implements programmatic elements of year-round tutoring, educational instruction, and enrichment activities for students ranging from Kinder – 12th grade.

POSITION ROLES AND RESPONSIBILITIES

Program Implementation & Evaluation

- Organize and coordinate program elements
- Lead workshops and seminars as required, on-site or on occasion, virtually
- Set up and break down program areas
- Supervise students and maintain a safe and enriching learning experience
- Maintain a positive interpersonal relationship with parents and guardians
- Aid in the coordination of periodic parent/community meetings and workshops
- Ensure evaluation and assessment plan is completed according to timelines, including report cards and other diagnostic testing results
- Attend and assist in planning of special events, field trips, and camps, as appropriate

Compliance and Protocol

- Ensure that the facility/rooms in center are well-maintained, decorated, reserved, and clean
- Follow all federal, state, county, and KidWorks guidelines regarding social distancing, cleaning, masking, etc.
- Maintain files and database of student and family information
- Track youth attendance and communicate with parents as necessary
- Ensure that Kids Café (healthy snack program) procedures are in compliance with regulations

Volunteer Support

- Provide guidance and direction to volunteer staff to assist them in their volunteer duties
- Foster developmental relationships between volunteers and students

Special Events, field trips, and camps

- Attend and assist in planning of special events, field trips, and camps

- Ensure students are aware of special event opportunities and assist students with sign-up and attendance
- Aid in the coordination of occasional community events (i.e. forums, neighborhood clean ups, etc.).

Staff Development

- Attend in-service training, conferences, staff meetings and parent meetings as required

QUALIFICATION REQUIREMENTS

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Special Skills/Knowledge/Abilities

- Strong written and oral communication skills
- Proven ability to plan, multitask and manage projects
- Demonstrated ability to develop effective working relationships and work as part of a team
- Computer literacy – knowledge in MS Office, database experience a plus
- Bilingual in Spanish (speaking and writing) skills desirable

Education/Experience

- High School diploma and at least 2 years of experience working with and relating to children and youth
- Bachelor's degree a plus

Certificates and Licenses

Covid-19 completed vaccination required

- Valid drivers' license and a reliable, insured vehicle for travel

Schedule

- Must be generally available between 2:15-7:30 pm Monday-Friday, approximately 25 hours per week
- The work schedule is subject to change in accordance with the needs of KidWorks Community Development Corporation

APPLICATION INSTRUCTIONS

To apply for this position, send an email to hr@kidworksoc.org and attach a copy of your résumé and a cover letter. Please write "**Program Assistant**" in the subject line. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates will receive a response.