



KIDWORKS COMMUNITY DEVELOPMENT CORPORATION

Job Title: Program Assistant Substitute
Department: After School Programs (ASP)
Reports To: Site Supervisor, Director of K-12 Programs
Classification: Non-Exempt – Part-Time - Temporary
Benefits: Part-time Sick Accrual Benefit

THE ORGANIZATION

Would you like to leverage your professional skills and expertise by giving back to the community? Are you interested in knowing that every day you are making a difference in the lives of our community's youth and the next generation of young leaders? Consider joining the KidWorks team.

KidWorks is a well-respected community development organization located in central Santa Ana. The mission of KidWorks is to restore at-risk neighborhoods one life at a time. The organization 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 Site Director of a KidWorks satellite location, 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 2:30-7:30 pm Monday-Friday
- 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 Sub**" in the subject line. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates will receive a response.

