

# Foundation Communities

## PART-TIME OPPORTUNITY

Teen After-School and Summer Programs

\$12.00/HR



**Job Description:** Teen Program Assistant will assist in leading educational, recreational and enrichment activities for teens at an affordable housing community. The teen program is run Monday-Thursday from 4-6:00pm with some flexibility. The Teen Program Assistant will help with instruction and leading out program activities for teen participants. The Teen Program Assistant will work between 12-18 hours. Summer hours tend to be earlier from 3-7p.m. but vary depending on field trips.

**Position reports to:** Learning Center Coordinator

**Primary Duties:** Lead daily activities including homework/academic assistance, art/enrichment, fitness and cooking classes, as well as academic curricula

Engage youth in education-centered after school and summer youth programs

Assist in developing and implementing academic curricula into youth programs, including but not limited to leadership programs and college and career readiness programs

Establish and maintain on-going communication with Learning Center Coordinator and needs of program participants and program families

**MINIMUM QUALIFICATIONS:** High School Diploma required; College Degree or Some college preferred, especially with course work in Social Services, Education, Child Development

Or other related field.

Some experience providing educational and/or social services to economically disadvantaged families and working directly with children

Bilingual (English/Spanish) preferred.

Please submit cover letter and resume to Learning Center Coordinator: Cynthia Gonzalez at [cynthia.gonzalez@foundcom.org](mailto:cynthia.gonzalez@foundcom.org)

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.