



FOUNDATION COMMUNITIES JOB DESCRIPTION

JOB TITLE: Youth Program Assistant

DEPT/DIV.: Education

REPORTS TO: Learning Center Coordinator

FLSA STATUS: Non-Exempt (PT)

WORK LOCATION: Various

Position Summary: The Youth Program Assistant will lead daily activities and engage youth in education-centered after school and summer youth programs, including but not limited to, homework/academic assistance, fitness, reading and enrichment.

Essential Job Functions:

- Plan and lead meaningful activities that include but are not limited to arts and crafts, STEM/STEAM, reading, character development, physical fitness, and/or nutrition.
- Prepare the learning environment, lessons and necessary supplies for program activities.
- Assist children with homework and academic enrichment activities.
- Maintain a clean and organized classroom as well as common areas.
- Promote an inclusive, welcoming, and respectful environment that embraces the diversity of all participants.
- Serve as a positive role model for participants.
- Maintain accurate program documentation
- Ensure safety and supervision of students
- Comply with all required policies, procedures, and regulations

Other Duties & Responsibilities:

- Assist with distribution of snack.
- Chaperone students on walk from school daily (up to 2 miles depending on center).
- Other duties as assigned

Minimum Qualifications (experience, education, credentials, language):

- Must be eligible to work in the United States and be able to pass a criminal background check (Fingerprint check required at some sites)
- Must have a high school diploma
- Must enjoy working with children K-5th grade
- Flexibility to meet the changing work needs and demands
- Ability to lead various fitness activities as well supervise/participate in sports
- Ability to organize activities and make sound judgements

- Ability to interact with a range of age groups
- Available during afterschool hours (2-6pm M-F)

Preferred Qualifications

- Course work in Social Services, Education, Child Development & other related field
- 6 months experience working with children; preferably providing educational and/or social services to economically disadvantaged families.
- Bi-lingual preferred

Physical Demands/Work Environment :(include amount of lifting, twisting, bending, sitting, standing, keyboarding, driving, noise, indoor/outdoor etc.)

- Occasional lifting, twisting, bending standing and sitting
- Frequent walking and participation in basic exercise movements
- Often exposed to various temperatures and conditions including but not limited to sun, wind and rain.
- An occupational exposure to blood or other potentially infectious materials may occur.
- May be asked to clean up bodily fluids with appropriate training and personal protective equipment provided.

Other/Benefits for P/T YPA's:

- Mornings, weekends and school holidays off (Spring Break, Christmas...)
- Paid holidays after 1 year of employment
- 401k Retirement Plan after 1 year/1000 hours/age 21
- Paid trainings
- Opportunities for performance based pay increases
- Fun work environment
- Employee Resident Discount

Compensation: Hourly rate depending on qualifications and relative experience; starting at \$11/hourly

To Apply: Send résumé, cover letter, and availability to:

marisela.montoya@foundcom.org

No phone calls, please.

Employee Signature: _____

Date: _____

Print Name _____