



FOUNDATION COMMUNITIES JOB DESCRIPTION

JOB TITLE: Youth Program Assistant

DEPT/DIV.: Education

REPORTS TO: Learning Center Manager

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. Responsibilities will be carried out in a predominantly in-person setting with virtual programming if necessary.

Essential Job Functions:

- Assist Youth Program Assistants 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 in a physical and/or online setting for participants at your home site and other sites as needed
- Proficiency in basic computer skills such as navigating websites, use of email suites (Gmail, Outlook, etc...) and search engines, etc...
- Prior use of, or willingness to learn, online educational tools such as Google Classrooms, Zoom, ClassDojo, amongst others.
- Prepare the learning environment, lessons and necessary supplies for program activities in an in-person and virtual setting.
- 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 diversity
- Serve as a positive role model for participants.
- Maintain accurate program documentation
- Ensure safety and supervision of participants
- Follow CDC Guidelines to maintain a safe working environment
- Comply with all required policies, procedures, and regulations

Other Duties & Responsibilities:

- Assist with distribution of snacks and meals
- 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)
- Minimum 18 years of age; graduating senior - Must be working toward a high school diploma to be earned at the end of the current school year.
- 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 to work at a Learning Center Monday through Friday preferably 2:30-6:15. Start time may be flexible due to high school schedule.

Preferred Qualifications

- Preferred volunteer or work experience with school age children; including babysitting, child care, tutoring.
- Interest in child development, education and social work.
- Bi-lingual (Spanish, Arabic or other) 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
- Exposure to various weather 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.
- Ability to work in all types of climate atmospheres, such as hot, rainy or wet environments. Inside and outside.

Other/Benefits for part time Afterschool Assistant:

- Paid Sick Leave: After 30 hours of work, you earn 1 hour of paid sick leave, up to 68 hours, to use for illness and medical or dental appointments for yourself or dependent family members.
- Weekends off and some school holidays off with opportunities to work (Spring Break, Christmas...)
- Paid holidays after 1 year of employment
- Retirement Plan: After 12 months of employment and 1000 hours of service (& age 21), you become eligible for our 401(k)-retirement plan. Features a 2% match if you contribute and a 3% safe harbor contribution for all eligible participants.
- Paid trainings and opportunities for a variety of professional development
- Employee Assistance Program (EAP): This benefit provides you and household members with confidential 24/7 phone support and referral for personal issues, including mental health, stress, legal and family problems. You can meet with a counselor 3X per year for each presenting issue.
- Service Awards: After 12 months of employment, you will receive a gift to recognize your service. Additional awards are available as your tenure increases.
- Housing: After 6 months of employment, if you work a minimum of 20 hours per week, you may be eligible to reside at a Foundation Communities property and receive a 20% discount off the unit's market rate at move-in.
- Opportunities for performance-based pay increases
- Fun work environment

Compensation: Hourly rate: \$19.08

Employee Signature: _____

Date: _____

Print Name: _____

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, sexual orientation & gender identity.