

Hoosier Uplands Economic Development Corporation
Job Description

Position: **Program Assistant**
 21st Century Community Learning Centers After School Program

Status: **Part-Time Non-Exempt**

Supervisor: **Program Coordinator**
 21st Century Community Learning Centers After School Program

Knowledge, Skills, and Abilities:

- Ability to relate with program participants and their parents/guardians
- Ability to work independently without constant supervision/self-motivated
- Ability to serve as a positive role model for children and youth
- Training and current certification of CPR and First Aid
- Valid Indiana Drivers License and Proof of Vehicle Financial Liability Insurance/Reliable Transportation
- High School Diploma or Passed Equivalency

Essential Duties and Responsibilities:

1. Provide assistance to the 21st Century Community Learning Centers Program. Areas of responsibility include: monitoring of program participants and activities, participation with participants in structured program activities, assisting program participants through tutoring and homework assistance, site preparation and clean-up as requested, effective enforcement of program rules, and immediately reporting any emergencies, disciplinary problems, and other irregular situations to the program coordinator.
2. Provide recommendations to the Program Coordinator as necessary relating to any improvements needed in the delivery of services or development of new activities.
3. Perform additional responsibilities as assigned.

Updated December 2008