

Job Announcement



COMMUNITY SERVICES

10140 HWY 12 SW Rochester, WA 98579

POSITION: PROGRAM ASSISTANT FOR KIDS' PLACE AFTER-SCHOOL PROGRAM

CLOSING DATE: OPEN UNTIL FILLED



Role: Work with other staff and volunteers to provide an academically focused after-school program for youth, grades K-5. Daily duties include tutoring, enrichment and recreational activities. Spanish speaking ability desired.

Time Frame and Compensation: 12.5 hours per week, Monday through Thursday 3:15-5:45 and Friday 2:10-5:10, grant funded. Starting salary: \$12.00+/hour, DOE.

Dates: Now-June 7, 2019 with the possibility of summer hours

To Apply: Submit resume and letter of interest that documents your qualifications **specific to the responsibilities of this position** in person, by mail or email to:

Gabrielle Davis
ROOF Community Services
P.O. Box 312
Rochester, WA 98579
GDavis@ROOFCommunityServices.org

Review of applications will begin immediately and will continue until positions are filled.

For more information or to receive a job description, please call 360-273-6375.

www.roofcommunityservices.org



COMMUNITY SERVICES

PO Box 312 10140 HWY 12 SW
ROCHESTER, WA 98579

PHONE: (360) 273-6375
FAX: (360) 273-1009

POSITION *Kids' Place Program Assistant*
LOCATION ROOF Community Services
ROLE Work with staff and volunteers to provide an after-school and summer program for youth. The Program Assistant reports to the Program Manager.

RESPONSIBILITIES

- Tutor children in K-5th grade
- With direction from the Program Manager, lead and support small and large group academic and enrichment activities
- Monitor activities to ensure the health and safety of the youth
- Follow disciplinary procedures and maintain discipline and appropriate behavior of the children
- Work with the Program Manager to identify needs of program and available resources
- Assist in program set-up and clean-up
- Work effectively with other staff and AmeriCorps members
- Gather data as requested for the evaluation of program outcomes
- Attend designated training sessions and staff meetings as requested
- Other related duties as assigned

DESIRED SKILLS

- Commitment and ability to engage with children in a direct service environment
- Commitment to and ability to work with socially, culturally and economically diverse populations
- Commitment to prevention of youth alcohol, other drug use, and violence
- Creativity in developing programs for children and youth
- Good written and verbal communication skills
- Computer skills
- Self-starter. Ability to work independently and as a team member
- Knowledge of local resources helpful
- Spanish proficiency helpful

HOURS AND COMPENSATION

The Program Assistant school year position is 12.5 hours per week, Monday-Thursday, 3:15-5:45 and Friday 2:10-5:10 with occasional extended days. The summer position is 22-25 hours per week, Monday through Thursday, 11:15-4:45 with occasional extended days. \$12.00+/hour, DOE. This position is grant funded and subject to the availability of continuation of funding.

TO APPLY:

Submit a resume and letter of interest in one of the following ways:

Email: GDavis@ROOFCommunityServices.org
On site: 10140 Highway 12 SW, Rochester, WA
By Mail: ROOF Community Services
PO Box 312
Rochester, WA 98579

In accordance with the Child and Adult Abuse Act, an employee in this position is subject to a criminal background check relating to crimes against persons. Employment is contingent upon acceptable results of the inquiry. In accordance with the Immigration Reform and Control Act, all new employees must show acceptable employment authorization to work in the United States and verify identity within 72 hours of employment.

ROOF Community Services is an Equal Opportunity Employer. Women, minorities and people with disabling conditions are encouraged to apply.

www.roofcommunityservices.org

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