Job Posting

September 1, 2020

POSITION
Program Aide – COMPASS Elementary After School & Learning Lab

EMPLOYMENT TYPE
Regular PT – 25 hours/week

SALARY
$15–$17/hr

REPORTS TO
COMPASS Program Director & COMPASS Assistant Director

ESSENTIAL DUTIES AND RESPONSIBILITIES
In addition to supporting all programmatic offerings and completing any tasks deemed necessary by the Program Director and Assistant director, essential duties and responsibilities include:

Administrative Support, Compliance, & Implementation
- Performing clerical duties such as typing, filing, answering telephones and emails, ensuring messages are transmitted and received.
- Assisting the Program Director and Assistant Director with registration, maintenance of participant records and attendance on paper and on DYCD systems, ensuring records and files are up-to-date.
- Documenting face-to-face, telephone, and Zoom communications with guardians and participants.
- Filling in staffing gaps by assisting with classroom monitoring, program meals, and COVID-19 screenings/contact tracking.
- Assisting the Program Director and Assistant Director with coordination of special events and trips.
- Assisting with any program activity deemed necessary by the Program Director and Assistant Director.
- Providing overall support and assistance to the program.

Youth Development
- Utilizing principles of positive youth development through use of behavior management and discipline techniques that foster social, emotional, and cognitive growth, and build self-esteem and responsibility in all participants.
- Building positive relationships with and among participants, and acts as a role model.

Program Development
- Assisting with creation and implementation of the program schedule, and enrolling participants in scheduled activities with deference to choice and performance targets.
- Assisting in the organization and implementation special projects.
- Assisting in the planning, coordination, and supervision of special events, projects, and field trips.

Family Engagement
- Calling guardians of participants to follow up on applications, records, attendance, and participation.
- Assisting guardians in application and enrollment process, as needed.
- Coordinating with Program Director and Assistant Director around providing family/caregiver support and resources.
Program Procedures and Safety
- Complying and enforcing all health and safety guidelines and regulations set forth by the RiseBoro Youth Center, the NYS Department of Health, NYC Department of Health, and the Centers for Disease Control.
- Working with participants to quickly & appropriately resolve any incidents (medical or behavioral).
- Informing the Program Director and Assistant Director of any issues and providing written statements when necessary.

Professional Development
- Participating in meetings and workshops that enhance professional skills, as assigned by program director, including a minimum of 15 hours of training per year;
- Working with program directors, staff developers, and (as applicable) educational specialists to develop professional skills.
- Applying skills and knowledge acquired in those trainings to improve program quality.

COMPETENCIES
- Must be detail oriented, highly organized, and have the ability to prioritize tasks.
- Must be able to meet deadlines.
- Must have a passion for working in service to the success of youth programs, and be willing to go above and beyond program mandates for the benefit of the children.
- Must be team-oriented, working well with others to inspire success.
- Must be extremely organized, detail-oriented and able to multitask, take initiative, and work independently on tasks.
- Must be able to effectively prioritize responsibilities, set and meet deadlines; with strong communication & writing skills.
- Bilingual in English & Spanish is a plus

EDUCATION & EXPERIENCE
- Candidate must possess a High School Diploma or equivalent; Bachelor’s degree in Education or related field preferred.
- Must have professional experience that exhibits a strong ability to work in an administrative support capacity.
- At least two years’ experience working with young people preferred.

APPLICATION DEADLINE
On going

SUBMIT RESUME TO
Kendra Doshi, Business Manager
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