

Job Posting

February 3, 2020

POSITION

Program Aide

EMPLOYMENT TYPE

Regular PT – 15 hours/week

SALARY

\$15/hr.

REPORTS TO

Program Director

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform clerical duties such as typing, answering telephones and ensuring messages are received.
- Assist the Program Director/Assistant Director with registration, the maintenance of participant files and attendance, ensuring they are up to date.
- Call parents to follow up on absenteeism and/or to collect necessary documents.
- Document all face-to-face and telephone conversations with participants and/or parents.
- If understaffed, candidates will assist with after school program snack time and classroom monitoring.
- Assist the Program Director/Assistant Director with coordination of special events/trips.
- Assist with any program activity deemed necessary by the Program Director.
- Provide overall support and assistance to the program.

COMPETENCIES

- Detail oriented
- Strong organization and communication skills
- Must be able to meet set deadlines
- Willing to go above and beyond program mandates for the benefit of the program participants

EDUCATION EXPERIENCE

- Candidate must possess High School/GED diploma

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

education@riseboro.org

Please put "Program Aide Position" in e-mail subject line.