

***Program Assistant – VCC After School Middle & High School Job Specification
Part Time (20 hours weekly) – Seasonal (36 weeks)***

Job Summary

The Program Assistant serves the VCC MSHS Afterschool Program in a variety of capacities including assisting Lead Facilitators in classroom management, lesson plan implementation, activity prep, and special event management. May assist with program and curriculum development and maintain program database. Serves on the front line of the program and directly interfaces and supports youth participants.

Principle Responsibilities

- Assisting Lead Facilitator
- Administrative/Programing
- Event Management

Core Competencies

Approachable	Organizing	Action Oriented
Interpersonal Savvy	Planning	Priority Setting
Spiritual Maturity	Volunteer Coordination	Conflict Management
Self-Awareness	Organizational Agility	Self-Knowledge
Priority Setting	Creativity	Self-Development

Minimum Qualifications, Education and Experience

- High School Diploma or GED preferred
- Previous experience leading groups of youth is beneficial
- Comfortable and competent teaching and public speaking
- Intermediate knowledge of office technology tools including web-based, Facebook, Instagram, Word, PowerPoint, Excel, Outlook and Publisher
- Excellent oral and written communication skills
- Friendly, flexible, able to multitask, enjoys working with all kinds of people
- Able to work flexible hours, be available on evenings and weekends as program requires
- Satisfactory background check required for all positions
- Commitment to the learning process
- Commitment to continued career focused training and development

Physical Requirements

Walking, Fingering, Grasping, Talking, Hearing, Seeing, Repetitive Motions, Standing, Pushing, Pulling, Lifting, Sedentary Work, Light Work