Mid-Iowa Community Action, Inc.  **Job Description**

**TITLE: Out of School Time Program Assistant**

**Reports to: Out of School Time Coordinator**

**Job Summary**

Contribute to mission and vision of MICA by creating a positive, respectful, and safe environment when working with children, families and agency and community partners. Provide a successful, safe and supervised educational setting for children participating in the out of school time program (classroom, outdoor play area, meal times and field trips). Promote the social, emotional, physical and cognitive development of children. This position must perform regular duties at the assigned worksite.

**Summary of Essential Job Functions**

Build and maintain positive relationships with program partners, students, families, and volunteers as needed to provide excellent services.

Contribute to and participate in an effective teaching team.

* Provide a supportive social-emotional climate in the classroom.
* Work positively as a team member.
  + Work scheduled hours as determined with supervisor.
  + Complete required documentation.
* Maintain the safety and welfare of children at all times.
  + Must be able to identify and recognize children and to observe them in their daily environments in order to assure their safety at all times.
  + Maintain and arrange the equipment and materials in an appropriate, safe, healthy and orderly fashion in the classroom, on the playground and on field trips.
    - Physically arrange the site prior to start of program session each day.
    - Clean up site when children depart.
  + Must be able to assist all children in all emergency and disaster drills and situations.
    - Must be able to push and control an occupied wheelchair.
  + Must maintain confidentiality of children and families at all times.
  + This position is a Mandatory Child Abuse Reporter.

Develop skills and knowledge related to the position.

* Attend all trainings and meetings as required.
* Stay current on agency and program communications and procedures.

**Knowledge, Skills and Attitudes:**

* Ability to nurture children, and plan and implement age-appropriate activities
* Ability to interact with parents in a professional manner and build the trust necessary to handle daily communication with parents effectively
* Ability to learn, follow and alter (if appropriate recurrent work routines and schedules
* Ability to take initiative
* Ability to supervise a group of children while attending to the immediate needs of one child
* Committed to the concept of diversity and the inherent worth of every individual
* Dedicated to continuous learning
* Strong teamwork skills. Able to collaborate in a positive and respectful way with families, agency co-workers and community partners.
* Strong commitment to achieving results
* Knowledge of child development
* Must be able to maintain confidentiality
* Able to read, write and speak the English language
* Basic computer skills

**Working Conditions (essential physical, mental and emotional demands)**

*The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

* This position is classified as casual, working hours as needed and scheduled. Must be able to work assigned schedule.
* Must be able to navigate stairs to access some classrooms.
* Must be able to maintain a calm, composed demeanor in a highly active physical, social and emotional environment.
  + Must be able to move about in indoor and outdoor environments to appropriately monitor and interact with the children.
  + Must understand and appreciate the development of children and be able to use appropriate guidance techniques at all times.
* The person in this position frequently communicates with children, parents and colleagues, both one-on-one and in larger groups. Must be able to exchange accurate information in these situations.
* Occasionally lifts, carries or otherwise moves and positions objects weighing up to 40 pounds when stocking supplies or setting up equipment.

**Education & Experience**

**Required:**

* Must be at least 17 years old.
* Experience working with, or caring for, children 3-12 years of age; or relevant coursework.

**Preferred:**

* High School Diploma or equivalent.
* Associate’s degree or two years of higher education and experience working with children 3-12 years of age.

**Other:**

**Candidates offered the position must meet the following criteria:**

* Successful completion of all background checks at hire and thereafter according to agency and program standards.

**Other Duties**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Additional information

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| --- | --- | --- | --- |
| Job code | Family Development | Management? (Yes/No) | No |
| Generic title | Program Assistant | FLSA status | Casual |
| Pay grade | Band 6 | Created | July 2021 |
| EEO 1 Category 6 | Administrative Service Worker |  |  |

**EQUAL OPPORTUNITY EMPLOYER**

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Signature of Employee Date

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Printed Name of Employee