



Program Assistant

Hourly Pay: \$15.00

Full time

Apple Tree Community Center is seeking collaborative and energetic Program Leaders to help develop and implement educational programs with school age children at Apple Tree.

Apple Tree Community Center provides a supportive and enriching environment for children and families. The focus is building a community that values, respects, and serves a wide range of individuals, particularly those that are not currently well served by existing institutions. Activities are designed to spark each child's imagination, encourage life-long positive values, foster creative learning, and encourage positive decision making.

The Program Assistants will work under the guidance of the Program Leader to conduct daily activities and be responsible for the well-being of children in our care. The Program Assistant position is full-time.

Arrangements can be made for part time and flexible schedules for the right person.

At this time, Program Assistants will be working with students to support their in-person needs while students attend, or take breaks from, online school, hybrid school, or homeschool. The children at Apple Tree will need assistance with homework, art, science, robotics, and nature programs.

Required Skills:

- Strong interpersonal communication skills with adults and children
- Ability to plan and implement group and individual projects with children
- Ability to multitask, plan, schedule, and adapt
- Understanding of trauma and special needs
- Energetic, inventive, positive, and willing to work with a team

Preferred Skills:

- Google suite (including docs, spreadsheets, email, meetings)
- Experience with Google Classroom, Edmentum or other online learning programs

Job Responsibilities:

Create a safe, supportive and inclusive environment for kids at Apple Tree

- Help children with school work or other learning materials
- Guide/lead children through the creative process in art, science, or other activities
- Lead or assist with walking field trips and other outdoor activities
- Implement collaborative problem solving strategies when issues arise between members or staff
- Plan and prepare meals and snacks
- Educate children on recycling practices, good hygiene, and social distancing etiquette practices
- Guide children through the process of cleaning up after themselves
- Clean/Sanitize program use areas between groups of children attending
- Maintain daily records
- Participate in staff meetings and training
- Other duties as assigned

Physical Requirements:

- Light physical exertion with occasional, moderate lifting, bending, stooping, and pulling
- Ability to carry equipment and tools of moderate weight, using arms and hands. Mobility to move between offices, classrooms, and floors
- Ability to hear the conversational voice and effectively communicate responses
- Visual acuity to read and evaluate student work and complete and maintain various types of record.

Apple Tree Community Center is proud to be an equal opportunity employer. We strive to recruit, develop, and retain the most talented people and encourage applications from persons with varied backgrounds and perspectives.