



## CREATIVE ACTION

### Job Posting for Out of School Time Program Assistant

#### WHO WE ARE:

Creative Action is a nationally-recognized youth arts education nonprofit organization in Austin, Texas. Our team of professional teaching artists inspire youth to be creative artists, critical thinkers, confident leaders, and courageous allies in their community.

#### WHO WE WANT:

Creative Action seeks enthusiastic, friendly, and eager-to-learn new staff with an interest in education and/or the arts to support our after school programming! We are hiring for our new Program Assistant position, ideal for candidates looking for short term part-time work and a little extra experience working with youth to support their career endeavors. Program Assistants support Creative Action Out of School Time programming during the school year. This is a fast-paced work environment in which continuous mobility is required. This is a part-time, hourly position for the duration of the academic school year (now until the end of May), approximately 10-14 hours a week, Monday through Friday. Program times vary between 2:00 pm and 5:30 pm. Applicants must be reliably available 5 days a week, some flexibility may be possible on a case by case basis. Hourly rate is \$12.50/hour.

#### WHO YOU ARE:

- **Passionate.** You wish to share your artistic talents with young people and support their development and understanding of the world around them through student-centered education.
- **Energetic.** You enjoy working in a fast-paced environment, don't sweat the small stuff, and exude enthusiasm and a positive attitude.
- **Empathetic.** You care about the social and emotional aspects of your work, empower others to do their best, and meet challenges with thoughtfulness and ingenuity.
- **A collaborator and life-long learner.** You value a process-oriented culture, enjoy working with others, and maintain a growth mindset about your own development.
- An excellent **communicator.** You're proactive in communicating needs, solving problems, and modeling healthy communication skills with others.
- **Social justice-minded.** You care about inequality and stand up for others. You foster trust and cooperation by showing compassion, supporting others, and holding to your values.

#### WHAT YOU'LL DO:

Job responsibilities include but are not limited to:

- Supporting administrative duties
- Assisting with student dismissal
- Monitoring students during transitions, snack and homework time
- Leading active play during recess time



- Helping teaching artist staff during their creative arts classes
- Generating social media content and documenting program activities
- Additional duties as assigned

Our after school programs serve PreK to 12th grade youth, primarily in the Austin and Del Valle school districts as well as various charter schools and community sites. Programs begin as early as the first day of school and run through the end of the school year. Summer teaching in full- and half-day camps may be available. This is a part-time position, approximately 10 - 30 hours per week. The pay rate is determined based on your qualifications and experience; the starting rate is \$15.50 per hour.

Additional requirements include:

- Completion of all required pre-service orientation and training starting the first week of August
- Fingerprinting clearance in compliance with district and licensing policies
- Reliable transportation to your assigned campus(es)
- Some evening or weekend hours may be required

**We are accepting applications until July 14th.** Qualified candidates will be invited to attend an application workshop between July 17th and July 20th and will receive an email with further details. Candidates will be asked to complete paperwork in preparation of a background check in order to be eligible for a position.

*Creative Action is an equal opportunity employer committed to diversity and equity in the workplace. We value experience in addition to education when hiring. We strongly encourage those who reflect the communities we serve to apply, including bilingual individuals and/or people of color.*

**APPLY HERE!**