

## After School Program Assistant Job Description

### 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:

Are you looking to make a difference in a child's life? Would you enjoy being a positive role model to young people? Looking for a great way to start a rewarding career with youth? **Join the Creative Action team of afterschool professionals as a Program Assistant!** Be part of a fun, active, arts-rich program in which youth develop their creativity, confidence and critical thinking skills. Program Assistants are mentors, activity leaders, and role models, and must:

- Have a fun and friendly personality
- Have a can-do attitude and collaborative spirit
- Enjoy working alongside children preK – 6th
- Be able to gain and maintain the attention of young people
- Be resourceful and flexible
- Be a reliable team player
- Have a passion for working with young people

### WHAT YOU'LL DO:

**Program Assistants are an essential part of our afterschool program, and contribute to our vibrant and supportive program environment.** Responsibilities include leading teambuilding games and managing activity stations, supporting homework, snack and outdoor play, monitoring students during program transitions, helping out in creative arts classes, assisting with administrative tasks and engaging with youth and their parents during pick up and special events. Program Assistants, with their colleagues across campuses, will participate in ongoing training on creative youth development, social emotional learning, and best practices in nurturing young people in an afterschool environment.

All Program Assistant positions are part-time for the 2018-19 school year, Monday-Friday, 12 – 16 hours per week between the hours of 2:00 – 6:00pm. Pay is \$12.50/hour, pre-service and ongoing training is required (paid at \$10/hour). Applicants must have reliable transportation to their program site and timely, consistent communication. Training/orientation begin in early August and regular site hours begin August 20 and run through the end of the school year.

Minimum eligibility requirements:

- Must be 18 or older
- Must have a high school diploma/GED
- Must be able to pass a background check
- Must be able to obtain CPR/First Aid certification

If you are interested in joining our team, please apply [HERE](#).