

Tuscaloosa's One Place

After School Program Assistant Job Description

Salary: \$17.72/hour

FLSA: Non-Exempt

Job Description: Program Assistant – Expanding Learning Possibilities (ELP) Program

Position Title: Program Assistant

Program: Expanding Learning Possibilities (ELP)

Location: Tuscaloosa's One Place

Reports To: Director, Afterschool Programs

Position Summary

The Program Assistant will support the Expanding Learning Possibilities (ELP) program by assisting with administrative, logistical, and programmatic tasks. This role will help ensure program efficiency and delivery of high-quality afterschool and summer enrichment activities for K-12 students. Key focus areas include facilitating STEM-based experiential learning, supporting student engagement, addressing social-emotional learning (SEL) needs, and coordinating family and community involvement.

Qualifications and Skills

- **Education:** Post-secondary education in education, social work, or related field preferred.
- **Experience:** Prior experience working with youth in educational, afterschool, or summer programs is desirable.
- **Skills:**
 - Strong organizational and time management abilities.
 - Excellent written and oral communication and interpersonal skills to engage with students, families, and staff.
 - Proficiency in using basic technology platforms (e.g., Zoom, Google Workspace).
 - Ability to work effectively in a team environment.
- **Personal Attributes:**
 - A passion for education and youth development.
 - Patience, adaptability, and enthusiasm when engaging with children and families.
 - Commitment to creating a safe, nurturing, and inclusive learning environment.

Working Conditions

- Office hours (Monday-Friday, 9:00 AM-2:30 PM); Afterschool program hours (Monday-Friday 2:30-5:30)
- Summer program/office hours (Monday-Friday, 8:00 AM-4:00 PM with varying ending times possible on fieldtrip days, 4-5 weeks)

Light physical activity, including walking and stacking program materials.

Essential Duties and Responsibilities

- Maintain accurate program records, such as completed enrollment packets, attendance logs, incident reports, and supply inventories.
- Complete agency reports accurately and timely, including weekly personal activity reports and monthly ANFRC reports.
- Coordinate purchases and resulting purchase orders with afterschool programs director.
- Coordinate the scheduling of enrichment providers with the afterschool program director.
- Ensure program employees receive and correctly complete required employee paperwork and submit required documents for the Human Resources Director to process.
- Collaborate with CNP/transportation to ensure reporting gets completed and services implemented/run smoothly.
- Facilitate payroll by collecting and processing the monthly teacher timesheets.
- Support the distribution and organization of lesson materials, ensuring resources are aligned with program schedules.
- Assist with data collection for performance indicators, including reading, math, and daily attendance.
- Ensure that technology needs for schools are being met that support virtual learning sessions, such as Zoom connections, device setup, and troubleshooting.
- Visit ELP sites on a regular basis to ensure program is being implemented to fidelity.
- Supervise program staff.
- Assist in coordinating daily afterschool/summer program activities, including virtual STEM sessions, enrichment activities, SEL activities, and family education/involvement events.
- Meet with program staff to obtain feedback and collaborate about program implementation.
- Coordinate with the agency's volunteer coordinator to ensure required volunteer paperwork gets completed and hours get reported
- Collaborate with school personnel to provide case management services to identified families.
- Earn 15 hours of professional development, including required Mandated Reporter Training.
- Participate in individual supervisory conferences, after school program staff meetings, and annual staff retreats.
- Complete a 3 month, 6 month, and 12 month employee Performance Appraisal to determine probationary status, as well as identify work strengths and areas of improvement.
- Adhere to policies and procedures as outlined in the Policy Manual and Employee Handbook.
- Administer required Consumer Satisfaction surveys and ensure results get reported by deadline.