



Cornell University

Cooperative Extension

Jefferson County

<p>Classification Title: Program Assistant I, Youth & Family Functional Title: LaFargeville Advantage After-School Program Assistant Supervisor & Title: Program Coordinator</p>

General Responsibilities

Serves as a Program Assistant for the LaFargeville Advantage After-School Program. This program provides comprehensive youth development opportunities for youth in grades K through 8 from the LaFargeville school district. The Program Assistant will provide support for after-school activities including “clubs” and life skills, and family and community development programming, in cooperation with the Program Educators and the Program Director. This position is responsible for carrying out other professional duties as assigned to fulfill the policies and priorities of the program.

This position supports and complies with affirmative action policies and procedures and the Americans with Disabilities Act.

Program Implementation **98%**

- Provide support for a menu of educational after-school activities including environmental science and natural resources, violence prevention, community service, life skills development, and cultural activities such as art, music and theater.
- Assist students and Program Educators as needed during the academic study portion of the program.
- Communicate and cooperate with the Program Director and Program Educators to foster intentional instruction and to address the needs and interests of participating youth.
- Identify educational program needs of the targeted audience through supervisor, community agencies and program participants so that appropriate referrals may be made as needed.
- Serve as a team member and cooperate with the entire LaFargeville Advantage After-School Program to achieve program goals.
- Complete an annual implementation plan and other requirements as requested.

Professional Development **2%**

- Participate in required training to meet state regulations.
- Attend relevant in-service education, conferences and other professional development opportunities related to job duties.
- Identify professional development needs in cooperation with supervisor related to LaFargeville Advantage After-School Program goals and the needs of youth.

Reporting Relationships

- Overall supervision provided by the Program Director. Daily supervision and guidance provided by the Program Educators.

Qualifications

Education and Experience

Minimum Education Required

- *Necessary:* High school diploma or equivalent

Minimum Experience Required

- *Necessary:* 6 months volunteer or work experience.

Knowledge, Skills and Abilities

- Knowledge of subject matter appropriate to area of programming.
- Ability to support and assist with informal educational programs.
- Ability to participate in professional team efforts.
- Ability to communicate effectively orally and in writing.
- Ability to use standard computer programs.

Special Requirements

- Must furnish own transportation and have the ability to meet the travel requirements of the position.
- Willingness to work flexible hours as needed, including occasional nights and weekends.
- Requires a yearly physical with a TB test, fingerprinting and State Criminal History review.

Executive Director: _____

Date: _____

Employee: _____

Date: _____