



## **KIDWORKS COMMUNITY DEVELOPMENT CORPORATION**

### **Job Opportunity: Program Assistant Substitute (Kinder-12<sup>th</sup> Grade)**

**Job Title:** Program Assistant Substitute (Kinder-12<sup>th</sup> Grade)  
**Department:** Programs – K-12/Afterschool Program  
**Reports To:** K-12 Program Director  
**Classification:** Non-Exempt / Part-Time / Temporary  
**Compensation:** \$18 - \$19 / hour  
**Benefits:** Part-time Sick Accrual Benefit

#### **ORGANIZATION**

KidWorks, a well-respected community development organization located in central Santa Ana, exists to unleash youth potential. KidWorks serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more visit <http://www.kidworksoc.org/ourstory/>.

#### **POSITION SUMMARY**

Reporting to the K-12 Program Director, the Program Assistant Substitute implements elements of year-round programs including, classroom instruction and enrichment activities for students ranging from Kinder – 12<sup>th</sup> grades, all while fostering developmental relationships.

#### **ROLES AND RESPONSIBILITIES**

##### **PROGRAM IMPLEMENTATION**

- Lead classroom instruction and workshops as required.
- Set up and break down program areas.
- Supervise students and maintain a safe and enriching learning environment.
- Track youth attendance and communicate with parents as necessary.
- Ensure that Kids Café (healthy snack program) procedures are followed.

##### **SPECIAL EVENTS**

- Attend and assist in planning of special events, field trips, and camps.
- Aid in the coordination of occasional community events (i.e. forums, neighborhood clean ups, etc.).

##### **VOLUNTEER SUPPORT**

- Provide guidance and direction to volunteer staff to assist them in their volunteer duties.
- Foster developmental relationships between volunteers and students



## **STAFF DEVELOPMENT**

- Attend in-service training, conferences, staff meetings and parent meetings as directed.

## **CANDIDATE PROFILE**

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

## **EDUCATION/EXPERIENCE**

- Bachelor's degree (B.A.) from four-year college or university, preferred
- High School diploma and at least 1-year of experience working with and relating to children and youth

## **SKILLS/REQUIREMENTS**

- Ability to relate to young people by earning their respect and trust
- Passion for KidWorks mission and ability to articulate this passion to others.
- Demonstrated commitment to the values of diversity, inclusiveness, equity and empowerment.
- Bilingual English/Spanish preferred
- Excellent writing, communications and interpersonal skills.
- Strong interpersonal skills, cultural humility, and cross-cultural communication skills across various demographic audiences
- Strong planning, organization and time management skills
- Exhibit resourcefulness in meeting the goals of the position
- Proficient in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, Publisher)
- Valid drivers' license and willing to drive students in a company van on occasion.
- Covid-19 completed vaccination

## **AVAILABILITY**

- Must be generally available between 2:30-7:30 pm Monday-Friday
- The work schedule is subject to change in accordance with the needs of KidWorks

## **APPLICATION PROCESS**

To apply for this position, email [hr@kidworksoc.org](mailto:hr@kidworksoc.org) and include both a cover letter and resume. Please write "*K-12 Program Assistant Substitute*" in the subject line. Both attachments must be received; incomplete submissions will not be considered. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates that follow the application process will receive a response.

KidWorks is an equal opportunity employer.

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