



## **KIDWORKS COMMUNITY DEVELOPMENT CORPORATION**

### **Job Opportunity: Program Assistant**

**Job Title:** Program Assistant  
**Department:** Programs – Kinder-12<sup>th</sup> Grade  
**Reports To:** Site Supervisor – KidWorks Cedar-Evergreen  
**Classification:** Non-Exempt / Full-Time  
**Compensation:** \$19 - \$21 / hour  
**Benefits:** Health Benefits (medical, dental, vision), Life Insurance, 401(k) Plan w/employer match, Vacation Accrual, Paid Sick Time, and Paid Holidays.

#### **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 Site Director, the Program Assistant supports the implementation of year-round programming for students in grades K–12 at the KidWorks Cedar-Evergreen center. This role ensures the safety of all students by maintaining a structured, secure environment and adheres to safety protocols. The Program Assistant builds meaningful developmental relationships with students, fostering trust and providing mentorship to support their social, emotional, and academic growth.

The Program Assistant is also responsible for assisting in the daily delivery of program activities, ensuring they align with goals and student needs. They collaborate with the Site Director to adapt programming and work closely with volunteers, offering guidance and support to enhance their effectiveness. Additionally, the Program Assistant tracks student attendance, participation, and progress, maintaining accurate records and assisting with data collection. Regular communication with parents is essential, as the Program Assistant provides updates on student progress and serves as a key liaison between the program and families.

#### **ROLES AND RESPONSIBILITIES**

##### **Program Implementation & Evaluation**

- Organize and coordinate daily program elements and activities.
- Set up and break down program areas to ensure they are prepared for activities.



- Lead workshops and seminars as needed.
- Supervise students to maintain a safe, positive, and engaging learning environment.
- Build and maintain positive relationships with parents and guardians, providing regular updates and support.
- Assist with periodic parent and community meetings or workshops.
- Assist with student evaluation and assessment plans.
- Track youth attendance daily and communicate with parents as needed.

### **Compliance and Safety**

- Ensure that all program areas and facilities are well-maintained, clean, and appropriately reserved.
- Follow all state, county, and KidWorks guidelines, especially those related to health and safety.
- Maintain organized files and databases for student and family information.
- Ensure compliance with Kids Café (healthy snack program) regulations and procedures.

### **Volunteer Support**

- Provide guidance and direction to volunteers, ensuring they are equipped to fulfill their roles.
- Encourage and support volunteers in building developmental relationships with students.

### **Special Events, Field Trips, and Camps**

- Assist in planning and attending special events, field trips, and camps.
- Inform students about special event opportunities and support them with sign-ups and participation.
- Help coordinate occasional community events, such as forums or neighborhood cleanups.

### **Staff Development**

- Participate in required in-service training, conferences, staff meetings, and parent meetings to support professional growth and team collaboration.

## **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.
- Two or more years in an equivalent or related position



## **SKILLS/REQUIREMENTS**

- 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
- Detail oriented with the ability to work under pressure and prioritize competing demands and meet deadlines
- 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 a company van on occasion
- Covid-19 completed vaccination series

## **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 "**KCE Program Assistant**" 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.*