EOC Economic Opportunity Council of Suffolk, Inc.

POSITITION TITLE: **Program Assistant (P/T)**

PROGRAM **Youth & Adolescent Services**

REPORTS TO: **Project Coordinator**

MAJOR RESPONSIBILITIES

- Work cooperatively with the Project Coordinator to develop and implement the after-school program for at-risk students.

DETAILED RESPONSIBILITES

1. Assist with supervision of students.
2. Assist with program logistics, discipline, and general organization.
3. Maintain records as required.
4. Assist with data entry.
5. Develop program lessons and activities.
6. Assist with maintaining program supplies.
7. Duties and responsibilities may be added, deleted, or changed at any time at the discretion of management and administration formally or informally, either verbally or in writing.

QUALIFICATIONS:

1. Ability to work as part of a team with co-workers and with other colleagues as necessary.
2. Cultural sensitivity and the ability to relate/work with diverse groups, community agencies, school and the general public.
3. Strong organizational skills with a focus on detail.
4. Ability to follow directions, and communicate well (orally and in writing).

EDUCATION/TRAINING/EXPERIENCE

- High School Diploma
- Must have relevant experience working with children.

CATEGORY:

- NON-EXEMPT

September 2020