



## Job Opportunity

### Program Assistant

#### Job Overview:

- **Division/Department:** Education & Employment/Youth Services
- **Hours:** 25 hours per week, Temporary, Part Time
- **Work Schedule:** Monday - Friday
- **Location:** Fully onsite in the Lower East Side
- **Pay Type:** hourly; \$25
- **Exemption Status:** Non-Exempt

#### Organizational Overview:

Henry Street Settlement opens doors of opportunity to enrich lives and expand human progress for Lower East Side residents and other New Yorkers through social services, arts, and health care programs. Building on its 125+ year legacy of innovation and effective programming, Henry Street offers more than 50 programs and is one of New York City's largest social service agencies.

#### Program Overview:

Education and Employment Services is an 8.2 million dollar division serving about 8,000 people each year through a continuum of services from Early Childhood Education through Adult Workforce programs designed to assist individuals in obtaining the skills necessary for lifetime self-sufficiency. Education Services include an Early Learn Program, After-School Programs (6 sites), 4 Day Camps, Youth Recreation, High School Initiatives including 2 Community Schools, and our Expanded Horizons College Success Program. Programming takes place within 3 community center sites and multiple school-based programs. Employment Services include walk-in employment services, employment services for a public housing population, ESL job readiness training, and employment services for youth including SYEP and Young Adult Internship and Adult Literacy Programs.

#### Job Summary:

The Program Assistant will report to the Program Coordinator, they will be responsible for assisting with the day to day management of the P.S. 110 after-school program. Ensuring seamless team management and development, program delivery, and quality control and evaluation. In addition, the Program Assistant will support a growing staff of Activity Specialist. The work schedule will include 13 holiday camp days where the program will run from 8 am - 6 pm.

#### Qualifications:

This is an extraordinary opportunity for an individual with youth development experience to grow and further develop their skills. The successful candidate will support the program, partner with the other Program Assistants, and work collaboratively with a high-performance management team.

Program Coordinator

Updated May 2022



Specific requirements include:

- Personal qualities of integrity, credibility, and a commitment to and passion for Henry Street Settlement's mission
- High School Diploma or GED required, Bachelor's Degree in a related field preferred
- Minimum of four years' experience working in the after-school, evening, or camp program settings
- knowledge of grade/age-appropriate skill development strategies for students
- Experience working with youth and families from diverse backgrounds
- Proficient in using DYCD Connect, CitySpan or other related attendance tracking systems.
- Excellent verbal and written communication skills with exceptional attention to detail
- Experience working with families to facilitate overall participant success
- Ability to work with students from a variety of academic backgrounds and skill levels
- Strong organizational, multitasking, and follow-through skills.
- Must be self-motivated
- Flexible and positive team-oriented attitude
- Must be able to work on select school holidays

**Responsibilities:**

**Leadership:**

- Assist with the planning and delivery of educational and recreational activities and special events
- Conduct outreach to parents and serve as liaison with school administration and community
- Maintain accurate program records, minutes, and agendas
- Actively participate in program-wide or division-wide activities
- Communicate with Program Coordinator about any schedule modifications, important behavioral or environmental issues
- Model appropriate communication with families, teachers, staff, and children
- Attend regular staff meetings and trainings
- Track attendance, performance, and behavior (positive and negative) through accurate record keeping and data entry/database management duties
- Work with individual students on their daily program activities as time permits
- Collaborate with staff at other Henry Street Settlement programs
- Assist with orders and purchases of materials and supplies to support and enrich program activities/initiatives

**Essential Physical Job Functions:**

- Ability to lift up to 10 lbs
- Ability to stand, stoop, or sit for long periods of time, as needed



I have read the above job description, and I understand my responsibilities as outlined above. I also understand the Settlement reserves the right to revise my responsibilities depending upon the needs of the agency.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_