

JOB DESCRIPTION

Position: Program Assistant

Program: IMPACTO at Aliso Pico Recreation Center

Status: Full-time, Non-Exempt (Monday to Friday 10am to 6:30pm)

Pay rate: \$16.04 to \$19.04 DOE

Reports to: Site Coordinator

ORGANIZATIONAL BACKGROUND:

Proyecto Pastoral was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), emergency shelter combined with support services that help men and women transition into independent living; IMPACTO, an after school academic enrichment program for K--12 youth and the Aliso- Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; Comunidad en Movimiento, focused on civic engagement and leadership development; and Promesa Boyle Heights. Proyecto Pastoral serves over 4,000 children, youth and families.

POSITION SUMMARY:

The Program Assistant is responsible for supporting the IMPACTO afterschool & summer program at Aliso Pico Recreation Center or the Dolores Mission School site in collaboration with after school program coordinator. The Program Assistant maintains strong communication with school personnel, parents, staff, and the community under the direction and supervision of the After-School Program Coordinator. In an effort to provide a high-quality academic and enrichment after-school program, the Program Assistant will work with a group of 2 to 5 Group Leaders to supervise 100 students in the after-school setting at the Aliso Pico Recreation Center or the Dolores Mission School site. The ideal candidate will be administratively strong and will possess the desire to cultivate and create leadership among youth. The Program Assistant is responsible for administrative tasks (attendance collection and data input, incident reporting, etc.), site-based supervision of programs during the after-school hours, parent communication/programming, and implementing safety policies and procedures at all times.

DUTIES & RESPONSIBILITIES:

- Assist the After-School Program Coordinator with all program administration and management.
- Ensure the physical/emotional safety and positive engagement of youth enrolled in the program, using positive behavior management strategies aligned with the values of the organization.
- Assist with direction and support of group leaders, program volunteers, including monitoring attendance, performance and other relevant tasks. Work with volunteers in an effort to provide strong academic and enrichment opportunities to students.
- Assist in the collection of relevant student data including report cards, homework logs, standardized test results, and other data relevant to the evaluation process and day-to-day procedures.
- Provide group management and assistance for all activities including partnerships, and collaborations of onsite services.
- Facilitate structured and safe transition of assigned cohort from/to all activities including walking and driving and ensure students are always in their assigned groups and locations.
- Attend weekly staff meetings and staff development sessions, and Proyecto Pastoral meetings/events, as assigned.
- Maintain positive communication with staff and parents; actively sharing updates and student



Proyecto Pastoral at Dolores Mission

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highlights.

- Assist in full implementation of the entire program, including but not limited to snack distribution, field trips, site end-day maintenance and phone banking.
- Ensure a positive working and learning environment.
- Encourage full participation of all students.
- Complete incident reports as needed following program policy and procedures.
- Attend field trips, as assigned.
- Perform other duties as needed and designated by the After-Program Coordinator and Program Director.

QUALIFICATIONS:

- B.A in education, social work, or related field; experience may substitute for degree completion.
- Current graduate students in good academic standing at an accredited college/university are preferred.
- Experience with data management is preferred.
- Minimum of 3 years' experience working with youth and/or community organizations.
- Energetic, excellent management skills, and a high level of professionalism
- Knowledge of issues concerning youth in Los Angeles/Boyle Heights community
- Ability to work flexible hours (i.e. Evenings and some weekends)
- Comfortable working in a Catholic faith context.
- Must possess own transportation, proof of auto insurance and a valid California Driver's License
- Good organizational skills
- Strong administrative skills
- Computer literate
- Must have good Math/English Language skills.
- Bilingual *preferred* (English/Spanish).

To Apply:

To apply please e-mail a cover letter and resume to hr@proyectopastoral.org or mail to 135 North Mission Road, Los Angeles, CA 90033. PLEASE write ATTN: Program Assistant in the subject line of the email.

For questions please visit our website at www.proyectopastoral.org

Statement of Non-Discrimination:

Proyecto Pastoral is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.