TITLE: Program Assistant

HOURS OF SERVICE: 9:00am – 5:30pm, M-F, Occasional evening and weekend hours

POSITION DESCRIPTION:

The AmeriCorps member will support youth and families in the Rochester community by providing tutoring and enrichment activities to participants of Kids’ Place—a community based after-school and summer program for low-income, academically at-risk K-5th graders; serving in Food Bank; providing resources and referrals to clients; and developing resources with community partners.

SITE DESCRIPTION:

ROOF is a multi-service agency serving the rural community of Rochester. Programs at ROOF include the Kids’ Place after-school and summer program; Food Bank; Family and Emergency Services and Community Projects.

MAJOR RESPONSIBILITIES AND RELATED TASKS:

- Assist in identifying the needs of the children in the Kids’ Place program
- Develop and implement after-school program activities such as tutoring, homework help, and small group academic and enrichment activities for children and their families
- Help provide Food Bank and other emergency services to families
- Assist with overall site activities as needed to ensure delivery of services occur
- Work with local individuals, organizations, churches, schools and others to help families receive services
- Attend training sessions and staff meetings
- Assist in the evaluation of program outcomes including teacher conferences for children enrolled in the program

REQUIRED QUALIFICATIONS:

- Ability and interest in working with K-5th grade children
- Ability to work with people with diverse ethnic, cultural, and economic backgrounds
- Strong communication and organizational skills
- Creativity in developing programs for children and youth
- Problem-solving ability
- Ability to work independently; Self starter

All positions will abide by AmeriCorps Prohibited Activities in the YIS Service Agreement.