

Seymour-Oxford Nursery & Child Care Association, Inc.

Job Description: Program Assistant

Position Title: Program Assistant

Position Status: Part-Time

Reports To: Site Supervisor

Summary Statement:

The Program Assistant is responsible for assisting the Site Supervisor in developing and managing all programmatic aspects of the SONCCA program center. The Program Assistant will work with all staff members to ensure that a safe, warm and loving environment is provided for children in kindergarten through eighth grade, thereby promoting participant self-confidence, community and self-respect, while encouraging the development of creative abilities outside of regular school hours. The Program Assistant reports to the Site Supervisor under the guidance and supervision of the Executive Director and Board of Directors.

Duties & Responsibilities:

- Assists in planning and implementing program activities designed to enhance the development of school-aged children.
- Actively participates in all program activities, including but not limited to, arts & crafts, educational workshops, community service projects, special events, and indoor and outdoor play.
- Provides supervision to designated groups of children as needed to maintain proper staff/child ratio both indoors and outside.
- Prepares materials for daily activities.
- Assists in the preparation and distribution of nutritious snacks on a daily basis.
- Prepares and maintains participant and program records as necessary.
- Appropriately documents all incidents and accidents via provided reporting measures.
- Reports all accidents/incidents to Site Supervisor and/or Executive Director and reviews nature of incident/accident and actions taken with parent/guardian.
- Assists with the physical upkeep of the center, its equipment, and supplies.
- Informs Site Supervisor and/or Executive Director of pertinent information obtained through parent contact.
- Attends monthly site meetings and full staff meetings when indicated.
- Attends and participates in parent meetings as necessary.
- Attends and participates in conferences, workshops, and designated community meetings.
- Maintains confidentiality with regard to participant and employee information.
- Utilizes community and program resources to develop and enhance program.
- Arranges for substitute coverage in the event of absence due to sickness or vacation.
- Travels as needed to other SONCCA sites to ensure that proper staff/child ratio is maintained.
- Adheres to all Covid-19 Policies

Requirements:

- Individual must be at least 18 years of age.
- Possess a high school diploma or its equivalent or 540 documented hours experience working with children ages 5-12.
- Has the ability to obtain a State Health Certificate.
- Has the ability to obtain First Aid Certification.
- Has the ability to obtain CPR Certification.

- Has the ability to obtain Administration of Medications Certification.
- Has the physical ability to supervise children outdoors.
- Will attend and participate in professional development training to accrue necessary CEU's as required by State Licensing Requirements.
- Will attend mandatory SONCCA Annual Orientation Training Program.
- Will attend mandatory SONCCA Summer Training Program.

Program Assistant Job Description Acknowledgement

I, _____ have received a copy of the Program Assistant Job Description and I fully acknowledge and understand the responsibilities and requirements that this position entails.

I make every effort to fulfill the duties and responsibilities of the position. I understand that I am an employee "at-will" and any violation of such requirements and/or organizational policies and procedures will result in the termination of my employment. I also understand that, should I choose to leave SONCCA's employ in under 180 days, I will reimburse SONCCA for the cost of my fingerprinting.

Employee Signature

Date

Executive Director's Signature

Date