

**HIRING: Program Assistant (Malden, MA) \$15 - \$17 /hr**

AVAILABLE IMMEDIATELY | PART-TIME AFTERNOONS

YWCA Malden runs a high-quality state licensed after school program. We are a dedicated staff committed to creating safe and exciting learning experiences through programming and activities. The Program Assistant should be passionate about the needs of the students, able to communicate well with parents and co-teachers, have high energy, comfortable with administrative duties, and a welcoming personality.

If you have a passion for supporting programs that help students in middle school students develop into leaders - we want you on our team! If you are imaginative, resourceful, and energetic - we want you on our team! We are looking to hire immediately.

**Description and Responsibilities:**

- Promote respect, honesty, responsibility, caring, joy, and excellence among all children and staff
- Support the goals and objectives of the after school program
- Inform supervisor of any student, staff, or parent concerns
- Assist teacher in leadership and guidance of a group
- Actively participate in each activity
- Engage students in each activity
- Escort group to different activity locations
- Assist in supervision of students including, but not limited to snack and class time
- Some other duties may be reassigned and other duties may be assigned as required by the site coordinator

**Responsibilities:**

- Help to prepare activities each day that will engage, challenge, and electrify students
- Arrive to work on time, committed to assigned shift, and work all required days
- Support program requirements with the preparation of snacks, maintenance of the space, and other logistical duties as needed
- Bring your best self to work every day and be prepared to inspire students, contribute to the team, take the initiative, be creative, and be a positive role model

**Qualifications:**

- MUST be available 3:00pm – 6:00pm (Monday – Thursday)
- Experience working with students in a recreational and/or educational setting
- 18 years of age or older
- Desire and ability to work with children in a nurturing and safe environment
- Enthusiasm, creativity, good moral character, patience, and self-control
- Ability to accept supervision and guidance
- Prior paid or volunteer related experience with children
- CPR and First Aid certified, a plus

Employment is dependent on completing a CORI background and fingerprint check. **Interested candidates should reply to this post with a resume and 2 references directed to Elisha**

Thomas at [ethomas@ywcamalden.org](mailto:ethomas@ywcamalden.org). No phone calls, please.