After School Program Assistant Job Description

**Overall objective:** Provide a positive, safe, and educational environment for youth after school two nights a week.

**Purpose:**
- Facilitate a supportive professional learning/sharing environment
- Provide one nutritious meal per session
- Make every youth feel like they belong
- Encourage youth to grow and succeed

**Responsibilities:**
- Provide a positive, safe, and educational environment
- Watch over youth during the course of the program
- Develop a trusting atmosphere with the youth
- Communicate and respond to youth in a positive manner
- Prefer applicants with teaching experience or child care experience.

**Expectations:**
- Check in with Adair County Youth Development Coordinator at the beginning of each week to obtain program materials
- Once per month meeting with the Youth Development Coordinator
- Participate in a training date at the beginning of August
- Participate in an evaluation of the program at the end of school year

**Timeline:**
- Application deadline: July 31, 2018 – submit to sdmorgan@iastate.edu
  - Or mail to: Adair County ISU Extension, attn.: Danielle Morgan, 154 Public Sq Suite C, Greenfield, IA 50849, 641-743-8412
- Program training in the middle of August
- Program runs every Monday and Thursday during the 2018-2019 school year (August-May, holidays and breaks exempt)

**Primary Working Hours:**
- Every Monday and Thursday (holidays and breaks exempt), 2:30pm-6:30pm

**Parameters:**
- One staff member will oversee the youth
- One staff member will prepare meals

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