**Club House Wolverines After School Program**

**PART-TIME PROGRAM ASSISTANT JOB DESCRIPTION**

**Overall Program Objective:**
- Provide a positive, safe, and educational environment for youth after school two nights a week to all school age youth of the Nodaway Valley school system. Provide healthy snacks and dinner.

**Purpose of each Program Assistant:**
- Facilitate a supportive, professional, learning/sharing environment
- Make every youth feel like they belong
- Encourage youth to grow and succeed

**Responsibilities of Program Assistant:**
- Work as a team member with other Part-time Program Assistants
- Provide a positive, safe, and educational environment at all times
- Watch over youth during the course of the program — adhere to the adult/youth ratio policies
- Assist with craft projects, STEM activities, games, and serving snacks/meals/drinks.
- Help youth learn clean up skills for their areas after meals or projects.
- Communicate and respond to youth and staff in a positive manner
- At the end of each session collect trash from all rooms/areas utilized, put away supplies, clean up bathrooms, wipe down all countertops in kitchen, wash dishes, put dishes away, wipe down dining room tables and chairs, and sweep/clean floors.
- At the end of each session help staff to pack up all supplies and load into vehicles.
- Check in with Adair County Youth Development Coordinator, Danielle Morgan, at the beginning of each week to obtain program/activities materials.
- Complete and submit timesheets by the last workday of each month to Danielle Morgan.
- Assist all school aged youth with homework.
- Once per month meeting with the Youth Development Coordinator to review the status of the program
- Participate in trainings with Danielle Morgan regarding positive youth development information
- Participate in an evaluation of the program at the end of school year
- Teaching and/or child care experience is a plus

**Timeline:**
- Submit completed application to sdmorgan@iastate.edu. Call 641-743-8412 for questions.
- Or mail: Adair County ISU Extension, attn.: Danielle Morgan, 154 Public Sq Suite C, Greenfield, IA 50849
- The After School Program last until May 24, 2019.
- Program is 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), 3:00-6:30pm. There is a possibility for 2-3 more hours per week. Ask Danielle Morgan for details.

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

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