

**LATINO COMMUNITY CENTER
JOB VACANCY NOTICE**

POSITION: Out of School Time Assistant (Part-Time)

PAY GRADE: 10

WAGE: \$14.00/hr

ESSENTIAL FUNCTIONS:

- Helps to implement the SOY Afterschool and Summer Program at assigned locations.
- Assist in planning, coordinating and implementing lesson plans and activities with program coordinator.
- Assist in implementing daily activities to enhance and support academic and social skill development of enrollees.
- Assists the Program Coordinator with recruitment and enrollment of students for the program
- Stays with children until parents are able to pick them up from school
- Works collaboratively with Program Coordinator, interns, and volunteers.
- Documents daily attendance and required information for funders.
- Maintains a safety approach during all aspects of programming.
- Adheres to all policies, laws, regulations, and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

QUALIFICATIONS:

- Bachelor's Degree in Education or related field with one year's work experience related directly to the education and development of children and/or families, PA Dept. of Education Certification from an accredited college or university; one year case management or public education system experience preferred.
- Must successfully obtain Criminal History Clearance from the Pennsylvania State Police, Child Abuse Clearance from the Pennsylvania Department of Public Welfare and Fingerprint Based FBI Clearance.
- Must be able to work **Monday through Friday 2:30-6:00PM**
- Ideal candidate will be energetic, patient with children, and able to connect and build positive, trusting relationships with parents and children.
- Must be culturally sensitive to needs of the Latino Community
- Must be bilingual in Spanish and English; Portuguese a plus!
- Must have experience working with the Latino Community
- Team player and go-getter! (Ability to work independently and in a team)
- Demonstrated ability to establish and maintain effective working relationships with parents, program staff and other agency personnel.
- Ability to understand and follow supervisory direction.
- Ability to transport oneself and/or clients as program needs dictate.
- Ability to display an understanding and compassionate attitude when caring for children and communicating with parents.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607 OR EMAIL TO: naffinito@sphs.org ATTENTION: **POSTING#182-NO LATER THAN DECEMBER 15, 2017.**

EQUAL OPPORTUNITY EMPLOYER