



JOB DESCRIPTION

Job Title: Out-of-School Time SOY Pittsburgh Assistant (Beechview)	FLSA Status: Non-Exempt
Department: Programs	Supervises: No Direct Reports
Reports To: Out-of-School SOY Pittsburgh Coordinator (Beechview)	Date Written/Revised: July 2026

Summary:

The SOY After School Program Assistant is responsible for supporting the educational success of K-5 Latino youth enrolled in the bilingual SOY (Supporting Our Youth) after-school program. SOY exists to improve academic outcomes for Latino youth while simultaneously building students' pride in their native language and heritage; thus preparing them for a successful future. The Assistant's role is to collaborate closely with the SOY Pittsburgh Coordinator in supporting all aspects of programming. This includes, but is not limited to, setting a positive example for students, tutoring students, implementing positive discipline strategies, assisting with meals and snacks, and completing other tasks and duties to help SOY Pittsburgh run smoothly, effectively, and safely.

Essential Duties and Responsibilities:

- Help implement the Out-of-School Time (OST) Supporting Our Youth (SOY) program at the assigned locations (Beechwood Elementary School and the Latino Community Center office).
- Assist in planning, coordinating, and facilitating lesson plans and activities with the OST SOY Pittsburgh Coordinator/Elementary School Coordinator.
- Support the implementation of daily SOY Pittsburgh activities that align with program goals: academic advancement, cultural empowerment, social-emotional development, and family engagement.
- Create a positive and welcoming atmosphere that empowers students to take pride in their language(s) and heritage.
- Assist students with homework.
- Implement positive classroom management and discipline strategies.
- Assist the SOY Pittsburgh Coordinator and SOY Pittsburgh Manager with student recruitment and enrollment for the program.
- Work collaboratively with the SOY Pittsburgh staff team, community partners, interns, and volunteers.
- Communicate with families and/or school staff as needed.
- Attend relevant training and meetings.
- Remain with students until the bus or a parent/guardian picks them up in the evening.
- Document required information (i.e. food delivery and/or attendance).
- Maintain safety and security of students at all times.
- Adhere to all policies, laws, regulations, and codes of ethics and confidentiality as outlined by federal and state laws, and Latino Community Center policies and procedures.
- Perform other duties as needed.



Competencies (Knowledge, Skills, and Abilities):

- Bilingual English/Spanish Verbal and Written Communication
- Analytical Ability
- Independent Decision Making/Judgement
- Customer Service Orientation
- Compassion/Empathy
- Attention to Detail
- Initiative
- Organization/Planning
- Flexibility/Adaptability
- Collaboration

Physical Demands and Work Environment:

This description is representative of requirements that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Incumbents will operate in an office setting, and be required to use a computer with keyboard, telephone, or handheld mobile device for extended periods of time, and office machinery as needed.
- Individuals may occasionally be required to lift, push, pull, and carry up to 20 pounds.
- Incumbents will be required to travel to school sites.

Position Type and Expected Hours of Work:

This is a part-time position; typical hours are Monday through Friday, 3:00 PM to 6:00 PM, with eight (8) half days from 11:30 to 4:30. Incumbent may need to work outside of those hours as requested.

Education, Certification(s), and/or License(s) Required:

- Associate's degree in Education, or related field; and/or equivalent work experience. Bachelor's degree is preferred.
- Valid driver's license and current automobile insurance
- Act 33/34 and FBI Clearances
- Complete Recognizing and Reporting Child Abuse Mandated and Permissive Reporting in Pennsylvania

Other Requirements:

- One (1) or more years of education and development of children and/or families, case management, or public education system experience.
- Must possess excellent computer, organizational, and data management skills.
- Must be bilingual in English and Spanish, as well as being culturally sensitive to the needs of the Latino community.
- Represents the LCC values: Empathy, Positive and Welcoming, Growth Mindset, Professionalism, Passion, and Education.

Compensation:

- **Hours per week:** 20 Hours/week
- **Rate:** \$18.00