



**KIDS COUNT IN ALACHUA COUNTY, INC**  
**PROGRAM ASSISTANT (RAWLINGS/WILLIAMS SITES)**

**Title:** Program Assistant

**Job Goal:** To serve as assistant to director of the Kids Count at either Rawlings or Williams after school program

**Qualifications:**

1. Successful experience leading elementary-age children in an educational environment.
2. Ability to create a safe, nurturing, orderly, and enriching environment for children.
3. Ability to supervise the daily activities of volunteers
4. Outstanding interpersonal and communication skills, including the ability to communicate effectively with staff, volunteers, parents, the board, and others in the community.
5. Strong organizational skills.
6. Minimum of High School Diploma or equivalent.

**Responsibilities:**

1. Program Areas
  - Assist Program Director (PD) at Rawlings/Williams program, serving 20 to 30 children grades K-3
    - Supervise students and assist in planning after school program sessions Monday through Friday
    - Maintain a safe, nurturing, orderly, and enriching environment
    - Attend planning meetings with Program Director
    - Plan and coordinate program activities with Program Director, including
      - pro-social behavior lessons
      - enrichment activities
      - homework help
    - Help coordinate the planning of Friday enrichment activities
    - Reinforce rules and procedures
    - Manage and supervise volunteers
    - Support volunteer recruitment and activities with children
    - Perform regular documentation such as attendance, dismissal, and contact information
    - Develop positive relationships with parents and caregivers
    - Assist with building an enhanced family involvement component
    - Walk students in an orderly fashion from Rawlings to Kids Count building OR Assist with bus transport of students from Williams to Kids Count program
    - Provide First Aid as needed
    - Clean up the building at the end of the day (Students may help)



2. Administrative Areas
  - Develop and maintain positive relationships with Rawlings or Williams Elementary teachers and staff
  - Make a list of supplies needed for ED to purchase

**Terms of Employment:**

1. Hourly position: expectation is 20 to 25 hours per week, with an average of 22 h/week
2. Work period includes:
  - a. Up to two weeks of pre-planning
  - b. following the Alachua County School system calendar
  - c. one week of post-planning
3. Wage: \$12 - \$15 / hour
4. Sick leave: three hours per biweekly pay period
  - a. Accumulates during academic year
  - b. Balance does not carry over past Jun 30, 2016
  - c. No reimbursement for unused balance as of Jun 30, 2016
5. Leave: Alachua County School system holidays (unpaid)
6. Health insurance stipend of 65% of individual policy not to exceed \$45/biweekly pay period
7. Supervision: Executive Director and Program Directors
8. Starting date: No later than Monday, August 10, 2015.

**Further Requirements:**

1. Social security and driver's license copies submitted to Executive Director
2. Satisfactory background check
3. First Aid and CPR qualified within 12 months or before August 15, 2015

**Application:**

1. Application review will begin Wednesday, July 15, 2015; applications will be accepted until the position is filled.
2. Please email resume and cover letter to [bill.kidscount@gmail.com](mailto:bill.kidscount@gmail.com) Qualified candidates will be emailed an application form.
3. If there are any questions, please email [bill.kidscount@gmail.com](mailto:bill.kidscount@gmail.com)
4. Application must be submitted with a completed form, resume, and letters of reference by email to [bill.kidscount@gmail.com](mailto:bill.kidscount@gmail.com). Forms that are mailed to our P.O. box will NOT be accepted.