



**POSITION AVAILABLE**  
**MANCHESTER POLICE ACTIVITIES LEAGUE (MPAL)**  
**East Side Youth Academics/Activities Program Assistant**



**\$10.50/hr. October to Early June**

9.50 to 10 hours per week / No Benefits / Must be flexible to work afternoon and early evening hours

**SUMMARY OF POSITION:** Under direction of the Program Supervisor or designee, the Program Assistant is responsible for assisting with the daily programming and activities of the PAL East Side Youth Academic & Activities Club.

**KEY ELEMENTS**

- Provides mentorship and support for students Grades 1 through 4 in Academics and life skills.
- Assists with the visual and auditory supervision of children.
- Provides basic direction for volunteer tutors and interns.
- Works with staff from Manchester Police Department to ensure positive interaction during academics and activities.
- Assists with the planning, implementation, supervision, and evaluation all activities.
- May lead or instruct program areas where required.
- Assists in maintaining accountability of and is responsible for the health and safety of all participants
- Provides assistance with design, setup, execution, and take down of various positive activities (Games, sports, movies).
- Maintain safety and cleanliness of facility and equipment.
- Foster good public relations with the local public and center staff.
- Assist with coordination of special guests, parties, and field trips.
- Communicates with supervisor as needed, on issues of uncompleted work, behavior, and transportation.
- Assists, as needed, with marketing of program at school open house and special events.
- Performs other duties as assigned.

**DESIRABLE KNOWLEDGE AND SKILLS:**

- Previous experience working with school-aged children, elementary age preferred, in a leadership or education position.
- Able to function well in a noisy, busy environment that includes the comings and goings of students and their parents, police officers, visitors, and other programs.
- Knowledge of a variety of leisure skills such as arts & crafts, music, drama, physical fitness, nature, team and individual sports.
- Experience in the supervision of volunteers and/or employees.
- Experience with youth programming and activities. Experience in supervision of youth.
- Knowledge of socio-cultural issues affecting youth. Ability to act as a role model and to deal tactfully in sensitive situations.
- Knowledge of immediate neighborhood issues and politics helpful.
- Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with youth, their families, schools, volunteers and overall community. Ability to respond effectively to conflict.
- Ability to prepare written records and reports and ability to use or learn to use computers and other digital technology.

**REQUIREMENTS:** Experience in Education, Early Childhood Education, Social Work, and Human/Youth Services, youth programming and activities greatly preferred. Combination of experience and education considered. Previous experience working with elementary school aged children highly desired. Excellent English skills are essential. Bilingual in Spanish a plus but not required. Must possess a valid Connecticut Driver's license and reliable transportation.

**HOW TO APPLY:** Please send brief letter of interest and resume to: [ManchesterCTPAL@gmail.com](mailto:ManchesterCTPAL@gmail.com).

Please use the Heading: Eastside Assistant Position.

Applicants who are chosen for further consideration will be given an application for completion.