



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



\$12.00/hr. October 2019 to Early June 2019

9.00 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 programing 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 in maintaining the health and safety of all participants including the safety and cleanliness of facilities.
- Assists with the visual and auditory supervision of children.
- Provides basic direction and open communication with volunteers.
- Works with Manchester Police Officers to ensure positive youth/police interaction.
- Assists with the planning and execution of group activities as necessary
- May lead or supervisor program areas where required.
- Provides assistance with design, setup, execution, and take down of various positive activities (Games, sports, movies).
- Maintain positive relations with youth, parents and staff and volunteers
- Assist with coordination of guests, parties, and field trips as required.
- Communicates with supervisor on program status, needs, etc.
- 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 an education position, supervisor, or development 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 programing and activities.
- Knowledge of socio-cultural issues affecting youth. Ability to act as a role model and to deal tactfully in sensitive situations.
- 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 maintain simple reporting/records.
- Ability to use or learn to use basic database technology.

REQUIREMENTS: Experience in education, youth development & services, youth programing and activities greatly preferred. Combination of experience and education considered. Previous experience working with elementary school aged children desired. Excellent English skills are essential. Must possess a valid Connecticut Driver's license and reliable transportation.

TO APPLY: Send brief letter of interest and resume to MANCHESTERCTPAL@gmail.com for consideration.