



JOB POSTING

Program Assistant

MARVEL*US Summer Learning Program

JOB TITLE: Program Assistant

HOURS: Monday – Friday; 8 a.m. – 4 p.m.

FUNCTION: The MARVEL*US Program Assistant will be responsible for providing support to the Program Coordinator through performing daily administrative duties, participant support, and program implementation. This position will assist with coordinating programming, monitoring student progress and success, and working with Program staff and partners to ensure delivery of a top-quality educational initiative.

SALARY: \$16.00 - \$18.00/hour

Please e-mail resumes to:

clacy@columbusliteracy.org

Subject: MARVEL*US Program Assistant Position

Resumes will be accepted until the position is filled.

EQUAL EMPLOYMENT OPPORTUNITY: Federal and State laws apply to all forms of employment decisions and actions, including pre-employment inquiries. CLC is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.



MARVEL*US Program Assistant

Program: MARVEL*US Summer Camp

Reports To: Program Coordinator

Pay Rate/Range: \$16.00 - \$18.00 per hour

Employment: Seasonal (June-August)

Work Days: Monday - Friday

Hours: 8 a.m. – 4 p.m. (Hours are extended when work load is increased.)

Job description:

The MARVEL*US Program is an 8-week summer program that serves approximately 40-50 TANF eligible youth ages 9-13. From designing their own superhero to writing a comic book, youth learn to model behavior, expand creative skills, enhance physical abilities, explore new and exciting places in Ohio and overall develop flexible and higher-order thinking that allows learners to apply their knowledge to the real world. The MARVEL*US Program Assistant will be responsible for providing support to the Program Coordinator through performing daily administrative duties, participant support, and program implementation. This position will assist with coordinating programming, monitoring student progress and success, and working with Program staff and partners to ensure delivery of a top-quality educational initiative.

Responsibilities include:

- Actively assist with planning of curriculum, daily programming, experiential activities, and family engagements.
- Participate in mandatory trainings and meetings.
- Assist Program Coordinator in tracking participant demographics, enrollments, academic skill attainment, enrichment skill attainment, completion requirements, program exits, and other program milestones for timely reporting to FCDJFS.
- Assist with participant outreach, recruitment, and eligibility screenings – keeping program enrollment at full capacity.
- Ensure assessment tools are utilized to evaluate student success and tracked accordingly.
- Ensure program remains on track consistently to meet stated outcomes and/or goals.
- Responsible for utilizing the proper tools to track, monitor, and evaluate youth and programming services as required by funders.
- Maintain records, databases, and other information related to program's activities, outcomes, and progress towards goals to demonstrate need and effectiveness of

services, identify areas for improvement in services, and show compliance with contractual obligations.

- Provide on-site support with all academic programming and enrichment activities, including but not limited to: field trips and family engagement.
- Provide staffing on transportation for off-site field trips.
- Maintain good relationships with participants and their families.
- Maintain consistent and effective communication with Program Staff and CLC Leadership.
- Assist with implementing academic programming to ensure quality services are provided to participants.
- Ensure program structure is maintained, including daily meals, program schedule, and transportation.
- Assist with the logistical planning of program events, including – family engagement nights, field trips, and other activities.
- Assist with tracking daily attendance of participants.
- Special projects and other duties as assigned.

Desired requirements:

- Bachelor's Degree highly preferred but not required.
- Previous classroom management experience and youth programming experience strongly preferred.
- Must demonstrate reliable and consistent work habits, enthusiasm, active observation, and ability to work with youth.
- Excellent verbal and written communication skills.
- Strong attention to detail and ability to manage multiple priorities.
- Advanced computer skills required.
- Valid driver license, auto insurance and reliable transportation is required.
- Professional business attire and appearance required.
- Ability to pass a criminal background check.