



An Equal Opportunity Employer

## **K-8 Program Assistant**

**Position Title:** K-8 Program Assistant  
**Status:** Part-time, Hourly  
**Reports To:** K-8 Program Manager

### **Essential Duties and Responsibilities**

- Assist with daily supervision of program participants. Assist the program staff to maintain a safe and orderly atmosphere for the participants.
- Under the direction of the K-8 Manager conduct academic enrichment, homework assistance, and positive social interactions.
- Maintaining the education space and designated classroom. This includes cleaning, sorting, filing, arranging, and decorating.
- Comply with all procedures appropriate to the site and in conformity with procedures adopted by state and local regulations to ensure the safety of the children and staff.
- 2 hours of dedicated lesson planning time per week to ensure all Paths to Quality™ learning stations can be executed during academic enrichment time.

### **Qualifications**

- Must be a high school graduate.
- 6-9 months experience in youth work.
- Must work well with diverse populations.
- Committed to the mission, vision, and core values of WNS.
- Must be willing to submit to and pass a criminal history/background check and drug test.

Afterschool: August-June 2:30 pm-6:30 pm

Summer June and July Full time hours between 7:00 am-6:00 pm

To apply send resume to [cpetersen@westmin.org](mailto:cpetersen@westmin.org)