



Job Announcement

Title: Program Assistant

Description: Program Assistant for Jubilee Family Development Center, which serves children and adults. Multifaceted responsibilities include operating after-school tutorial program and summer education camp and preparing meals and snacks for students. Knowledge of educational materials, testing, and evaluations for tutorial and reading program are required. The Program Assistant will also assist the Program Director with administration functions required to help the center achieve its mission.

- Some teaching and classroom experience, if possible
- Have experience in working with children grades 1-12 and understand their different learning styles
- Maintain classroom structure, order, and management
- Knowledge of the state requirements for Jubilee Center/random state visits
- Supervisory skills of staff, interns, and volunteers
- Prepare and organize information for tutorial program
- Knowledge of educational materials for tutorial program
- Knowledge of reading program – testing and evaluation
- Knowledge of Standards of Learning (SOL) to prepare children to pass examinations in the areas of English, Math, Science, and History/Social Science
- Prepare homework packets according to SOL requirements for each student
- Willing to collaborate with parents and teachers to discuss grades, behavior, etc.
- Monitor and collect grades every marking period, record on spread sheet (EXCEL document)
- Review Monthly Student Progress Evaluations done by work study students from each classroom; give monthly reports to parents
- Conduct fire and tornado drills and document on state form

Hours: 22.5 hours weekly; 1:30 pm to 6:00 pm Mon-Friday

To Apply: Email resume to swilder@jubileefamily.org.