

January 31, 2017

Program Assistant Position at Horseheads Family Resource Center

Now accepting applications/resumes at address below until position is filled.

Title: Program Assistant
Reports to: Program Director
Location: 1034 W. Broad Street, Horseheads, NY 14845
Salary: starts at \$12/hour
Classification: part time, non-exempt
Hours: Tuesdays from 1:30 – 8:30pm

Job Description

Under the supervision of the Horseheads Family Resource Center (HFRC) Program Director, this position is responsible for assisting with the day to day operations of the Center in addition to helping to foster a warm and caring environment that promotes family well-being. The Program Assistant is expected to positively interact with all members of the community, advocate for Center programs, and defer to the Program Director in determining an appropriate course of action when encountering specific family issues.

Key Job Duties

1. Demonstrate an understanding of and commitment to the HFRC core mission and philosophy. Practice these in relation to families at the Center and families interested in attending the Center.
2. Maintain the physical space to meet program requirements to ensure that it is clean, organized and inviting.
3. Assist in the direct delivery of formal and informal Center programming.
4. Assist with the collection and submission of demographic data on participating families. Maintain outcome data and track performance as required.
5. Assist with the communication about HFRC programs, events and activities.
6. Be supportive of fund raising activities.
7. Meet regularly with the Program Director to review work.
8. Perform such other duties or assume such other responsibilities as may be assigned or may arise due to the nature of the position.
9. Perform all duties in accordance with established HFRC policies, protocols and safety procedures.

Minimum Requirements

1. Associate Degree in Human Services, Early Childhood or a related field.
2. Experience in working with children and families.
3. Have a strength based approach to families.
4. Valid driver's license and reliable, insured transportation.
5. Commitment to work scheduled hours.
6. Demonstrable active listening skills and good oral and written communication skills.
7. Good organizational skills.
8. Ability to meet the physical demands required for this position:

- frequently lifting/moving/carrying up to 10 pounds of Center equipment and supplies; regularly lifting up to 25 pounds; and infrequently lifting above 25 pounds, using a cart to transport items
 - moving efficiently within the rooms, between the rooms, and between the building and outside parking lot and playground
 - working with young children in an early childhood setting which includes sitting on the floor, squatting, bending, and being exposed to young children
9. Criminal background and child abuse clearance checks will be administered after employment is offered.

Working Conditions

The following physical conditions and hazards may be encountered: noise, dust, chemical cleaning products, variance in temperatures, moisture and/or humidity.

HFRC is located in a shared space environment requiring set up and tear down for program activities.

While performing the duties of this job, employees are regularly required to meet the physical demands listed above.

HFRC Mission Statement

The Horseheads Family Resource Center exists to provide a safe, respectful, nurturing, and fun environment where all young children and families can come together to increase school readiness, improve parenting skills, and strengthen family relationships. We strive to create a strong sense of community and belonging by partnering with others in the development and delivery of meaningful programs that support this vision.

HFRC Philosophy on the Role of Staff

HFRC staff are partners with parents/caregivers in teaching children school readiness skills such as following group rules, waiting for turn, using language, making friends, respecting others and property, using art materials, using large/fine motor skills, and putting toys/materials away. Staff participate with parents to accomplish these valuable skills for school success.

To learn more about HFRC visit our web page: www.HorseheadsFamilyResourceCenter.org.

Horseheads Family Resource Center is an equal opportunity employer. We do not discriminate on the basis of age, race, ethnicity, faith, national origin, gender, sexual orientation, or disabilities.