



JOB DESCRIPTION

POSITION TITLE: PROGRAM ASSISTANT COORDINATOR (LOCAL LEADER)
STATUS: PART-TIME, 20 HOURS/WEEK
REPORTS TO: DIRECTOR OF ELEMENTARY LEARNING & LEADERSHIP

Position Summary

Perform duties to provide assistance to the Director of Elementary Learning and Leadership in the execution of daily program activities. Assist in the development of program activities, behavior management, and the supervision and safety of children participating in all elementary programs, working within the limits of prescribed routines. The ideal candidate is bilingual (English/Spanish), a team-player who excels in creative problem-solving, has experienced working with children in marginalized contexts, is detail-oriented and is committed to the values of our organization.

Organization Overview:

Casa Chirilagua's mission is to develop relationships with families to see the Chirilagua neighborhood transformed by Christ. We seek, live, and profess a message of restoration between God and people and between individuals. We highlight these values in what we call the 5 R's. These values guide our decisions and focus for the future and growth of our organization: 1) Reliant on God, 2) Rooted in the community, 3) Relational is all we do, 4) Reconciliatory toward God and one another and, 5) Regenerative, investing in the regeneration of individuals and our entire neighborhood.

Essential Functions:

- Create a safe, stable, and loving environment where children can receive the academic support they need and learn skills to build honoring relationships with one another.
- Supervise students and ensure safety protocols are followed during all elementary program times. Monitor the activities of volunteers as assigned.
- Assist with the planning and execution of the after school and summer elementary program curriculum and activities. Prepare daily lesson plans, activities, and monthly field trips for the children.
- Lead after school program rotations including but not limited to Kids Club homework room, reading room, and family room and assist children with homework and offer reading support. Lead summer program rotations including but not limited to reading and math tutoring sessions, and weekly summer camp activities.



- Perform routine maintenance of areas used during elementary program time.
- Set up and breakdown areas used for program activities, and ensure all necessary materials are in place prior to the start of the program.
- Ensure students sign in daily and are dismissed to an approved adult.

Other Duties:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

Competency:

- Demonstrates knowledge of policies and procedures and the ability to enforce safety policies and procedures according to the organization's guidelines.
- Fluency in Spanish required.
- Excellent written, verbal, and public speaking communication skills in both English and Spanish.
- Excellent classroom management and conflict resolution skills.

Requirements:

- Basic High School diploma or GED equivalent.
- Ability to frequently stand, walk, stoop, sit, crouch, bend, speak, and hear.
- Proficiency with Microsoft Office: Excel, Word, PowerPoint, and Outlook.
- Child abuse prevention training (provided once hired).
- Up to one year of experience working with children preferred.
- Able to pass a background check.
- Currently attend higher education/technical school classes or enroll in higher education within one year of employment.



Work schedule: Onsite in Alexandria, VA. Monday, Wednesday, and Friday 2-6pm, Tuesday and Thursday 1-5pm. While occasional evenings and weekends are required, we offer flexibility in scheduling to ensure our team members have time to recharge and pursue personal interests.

Salary: \$16/hour

To Apply:

Please send your Resume to jobs@casachirilagua.org.