



Youth Program Assistant Job Announcement

Effective: January 18, 2018 until filled

The Bellaire Puritas Development Corporation (BPDC), in tandem with Cuyahoga Metropolitan Housing Authority (CMHA), is seeking an experienced educator/youth development professional for the position of **Youth Program Assistant**. The Program Assistant will oversee the use of an online academic learning program in our computer lab, help students with homework and assist with the delivery of academic lessons and enrichment activities for students in 1st-6th grade. This position is located at CMHA's Riverside Park Estates, located off Rocky River Drive.

Hour and pay are as follows:

Monday through Friday 3:00P-6:00P during the school year

Monday through Friday 9:00A-3:00P during a 7-week summer camp program

We offer an hourly wage of \$15.00 per hour.

Responsibilities:

- Supervise students' use of online academic learning program in computer lab
- Maintain data on student progress and provide monthly reports to Site Coordinator
- Implement behavior management system, including positive reinforcement, incentives, and consequences for negative behavior
- Assist with implementation of lessons in art, science, physical education, and social-emotional learning
- Assist students with homework assignments
- Develop strong relationships with students
- Provide supervision of students to promote safety and positive engagement in all program activities
- Assist with other aspects of program as needed

Qualifications:

- Bachelor's degree in education or related field preferred. Some college required.
- One to two years directly serving youth through teaching and/or conducting activities in out-of-school time programming
- Previous experience working with diverse populations (racial/ethnic, socioeconomic, gender, age and education levels)
- Computer literate with the Microsoft Office Suite in particular Outlook, Word, and Excel
- Must meet the criminal background check requirements to work in a State of Ohio licensed child care center

Send resume and cover letter describing your interest (required) by email to: apply@bpd.org. No phone calls please. All applications will be acknowledged. Background check required.