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| JOB TITLE | Holy Name Program Assistant |
| DEPARTMENT | Program |
| SITE | Holy Name |
| STATUS | Part-time, hourly  |
| REPORTS TO | After School Director |
| HOURS  | Monday-Friday 2:00-6:30pm |

**PURPOSE OF THE POSITION**

The Holy Name Program Assistant supports the physical, emotional, and spiritual development of all Holy Name Program members (K-8th grade). The Holy Name Program Assistant thrives in a fast-paced environment and enjoys working with school aged children. All Program Assistants will be trained in Common Sense Curriculum and are expected to follow this model when interacting with all members.

**QUALIFICATIONS**

* Strong verbal and written communication skills
* Demonstrates professionalism when dealing with confidential information
* Ability to address and resolve conflict with respect and patience
* High school graduate (preferred)

**PRIMARY RESPONSIBILITIES**

* Support the goals and objectives of the Holy Name Program as outlined by monthly and weekly lesson plans provided by the Program Coordinator.
* Assist in weekly spiritual teaching and Bible study for members.
* Support members during daily Academic Success Time; assist with homework and grade-appropriate worksheets.
* Participate in weekly social and life skills trainings with members and integrate social skills into daily activities.
* Work with teachers and parents to assist members, as needed
* Occasionally assist Program staff with planning field trips and special events for members.
* Maintain all proper cleaning procedures according to CDC standards to ensure a safe environment to staff and members
* Plan weekly and daily program activities according to Hope’s pillars and program structure
* Attend all scheduled meetings
* Other tasks as assigned

Submit application and resume to Julie Meade at jmeade@hopecenterforkids.com.

Applications available at www.hopecenterforkids.com/careers or at all Hope Center locations.