**JOB DESCRIPTION**

**Job Title:** Programs Assistant, Level I  
**Organization Segment:** Young Americans Center for Financial Education  
**Reports to:** VP/Programs/Towne Director  
**Status:** Non-exempt

**Position Summary:**  
The Programs Assistant is responsible for learning and implementing a full range of activities in Young AmeriTowne and International Towne while providing exceptional customer service. As an engaged team member, you will perform a wide variety of duties including, working in all the shops/countries in Young AmeriTowne and International Towne, and teaching the curriculum during summer programs.

**Position Responsibilities:**  
- Assists with the facilitation and delivery of Young AmeriTowne or International Towne operations during the school year by answering participants’ questions, resolving problems and overseeing the various Towne activities in specific areas.  
- Provides site orientation and outlines responsibilities to adult volunteers.  
- Provides support to educators during their involvement in the program.  
- Assists with marketing of the Young AmeriTowne and International Towne programs as well as all YACFE programs to educators, parent volunteers and other individuals.  
- Accepts feedback through student, parent, and teacher evaluation forms and communicates feedback to the Towne Director and Vice President/Programs.  
- Assists with setting up Towne shops/countries, including insuring all operating materials, forms, equipment, supplies, and shop/country products are properly maintained.  
- Completes clean up and checklist procedure in assigned areas daily.  
- May help with Young AmeriTowne On the Road during the school year and summer sessions. Including set up, tear down, and traveling.  
- Facilitates Girl Scout and other Money Matters classes.  
- Acts as a group leader during summer programs, directly responsible for up to 25 students; teaches program curriculum in a classroom setting; facilitates various summer camp activities such as arts, crafts and movement activities.  
- May edit/update summer lessons and materials.  
- Attends staff meetings and other employee functions as required.  
- May perform other duties including providing administrative support such as word processing, assisting in mailings and answering telephones.  
- Assists with the preparation of school and teacher materials.  
- Opportunity to represent Young Americans at outreach activities and recruitments presentations.
May assist with special projects as assigned.
Performs other duties as assigned.

**Knowledge, Skill & Ability:**
- Ability to maintain excitement for program delivery to children, teachers, parents, and community partners.
- Ability to provide excellent customer service to children, teachers, parents, and community partners in a fast-paced environment.
- Knowledge of and excitement to learn effective classroom management techniques.
- Ability to learn fundamental accounting concepts and procedures.
- Ability to communicate effectively, both orally and in writing with children and adults.
- Ability to handle stress and maintain discipline while working with 25 to 130 children daily.
- Ability to work effectively in a team environment.
- Ability to multitask, plan, organize, and carry out assignments within given deadlines.
- Ability to exercise attention to detail.
- Ability to become and maintain CPR and First Aid certification.
- Proficient using Word, Excel, Microsoft Publisher and other software.

**Education and Experience:**
- College degree preferred.
- On the job training is provided.
- 1+ years of experience working with children in a learning environment.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of essential functions, responsibilities or requirements.

**Date Approved:** July 2019
**By:** Amanda Krische