

JOB DESCRIPTION

<p>Job Title: Programs Assistant Organization Segment: Young Americans Center for Financial Education Reports to: VP/Programs/Towne Director Status: Non-exempt</p>

Position Summary:

Responsible for performing a full range of activities in Young AmeriTowne or International Towne. Employees in this level can perform a wide variety of duties including, working as Programs Assistant in shops/countries in Young AmeriTowne and International Towne, teaching the curriculum for the summer programs, and teaching Girl Scout and Money Matters classes.

Position Responsibilities:

- Assists with the direction 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.
- Provides site orientation and responsibility 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.
- When knowledgeable of an area, trains other staff members in Towne operations.
- May help travel with Young AmeriTowne On the Road during the school year and summer sessions.
- Leads students through towne announcements
- Acts as a focus group leader during summer programs; teaches variety of lessons; responds to parent concerns.
- May edit/update summer lessons and materials.
- Prepares and distributes teacher, student and volunteer training materials.
- Facilitates Girl Scouts and Money Matters classes.
- Attends meetings such as staff meetings and other employee meetings required.
- May perform other duties including providing administrative support such as word processing, assisting in mailings and answering telephones.
- May represent Young Americans at outreach activities and presentations
- May help with the movement of facades for set up/tear down of Young AmeriTowne On the Road programs.
- Assists with the special projects as assigned.

- Performs other duties as assigned.
- Help serve as a member of the training team for summer camps.

Knowledge, Skill & Ability:

- Comprehensive knowledge of Young AmeriTowne and International Towne processes and procedures.
- Knowledge of the principles and practices associated with effective training techniques as they apply to children and adults.
- Knowledge of effective classroom management techniques.
- Knowledge of 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 70 to 140 children per session. Towne participants are age 10-14 yrs. Summer program participants are 7 – 14 years. YouthBiz Marketplace participants are 6 – 21 years. Girl Scout and Money Matters participants are 5-12 years.
- Ability to work effectively in a team environment.
- Ability to work irregular hours including nights and weekends.
- Ability to prepare and maintain records and reports.
- 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.
- Ability to be bonded and maintain current drivers license.

Education and Experience:

- College degree preferred.
- On the job training is provided.
- One to two 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.

Compensation/Benefits: The salary range for this position is \$36,000 to \$40,500. The salary will be commensurate with skill level and applicable experience.

Medical, Vision and Dental insurance: Employee cost is 10% of the employee-only premium per month. In addition, we cover 67% of any addition cost for spouse and/or family if elected by employee, remaining 33% is paid by the employee per month. Offer group term life, accidental death-dismemberment life insurance and long-term disability insurance (no cost to employee).

401(k) Plan: Young Americans matches 25% of the employee contribution based on IRS plan limits. Company match is fully-vested immediately.

PTO (Paid Time Off) / Holidays:

- Date of hire through 5 years - 120 hours
- 6 through 10 years – 160 hours
- 11 + years – 200 hours • 11 paid holidays