



## JOB POSTING

### **Program Assistant**

Program Assistants will be placed in the South Boston Neighborhood House (SBNH) Early Education and Care Programs working with preschool and school age children.

### **Program Assistant Responsibilities:**

Assistants will:

- Be scheduled to work up to 10 hours each week during the school year and 25 hours/week in the summer.
- Be supervised by the Director of the program in which they are assigned (Director of Preschool, Director of School Age Programs, with support from the Youth Program Coordinator)
- Be expected to exhibit responsible and professional behavior, maintain acceptable attendance and punctuality, be asked to demonstrate a willingness to gain new skills and learn new approaches, and contribute to their community through volunteer projects.
- Be expected to participate in program events including regularly scheduled on-site staff meetings (when your schedule allows), monthly youth development workshops, and community service events.

### **Child Care Placements:**

Placements in our Early Education and Care Programs are direct service placements working with Preschool and School Age children. Program assistants assigned in these programs will help teachers with groups of preschool age and elementary school age children. Both programs should be fun, interesting, and stimulating. Staff and Program Assistants help children discover and develop their own abilities, interests, and friendships as well as learn the pleasures and responsibilities of being a group member. Program Assistants are responsible for attendance at all staff meetings and training sessions.

### **How to Apply:**

**Qualified applicants should submit a cover letter and resume to:**

Caitlyn (DeCarlo) Murphy, Program Coordinator

South Boston Neighborhood House

136 H Street

South Boston, MA 02127

Or email [Cdecarlo@sbnh.org](mailto:Cdecarlo@sbnh.org)