JOB DESCRIPTION –

DEPARTMENT: Community Education  
POSITION: Lead Program Assistant  
REPORTS TO: Manager of CE Youth, Melanie Stevens  
WORK SCHEDULE: 25-40 hours/wk, M-F, 8:00-5:00pm  
PAY RATE: $16.00 per hour  
JOB STARTS/ENDS: May 25, 2020 – July 31, 2020  

HOW TO APPLY: Email ce@pnca.edu a short statement of interest and about your qualification for the position including a link/attachment of your CV and with “Lead Program Assistant” as the subject line of the email.

PRIMARY PURPOSE:  
The Lead Program Assistant is the primary organizer and liaison of CE Youth Staff, program participants, and instructors. The Lead PA maintains the schedule, communication, and operations of daily activities of the smArtworks and designLabs. This is a temporary position with specific duties and deliverables outlined below.

DESCRIPTION OF DUTIES & RESPONSIBILITIES:  
Primary Job Functions

- Plan and schedule Build-Out for CE Youth Lounge  
- Collaborate with Youth Manager for Instructor/TA/PA Orientation Sessions  
- Coordinate student check-in and document collection for smArtworks and designLabs programs  
- Coordinate weekly distribution of student information to instructional staff  
- Lead daily greeting and run down of rules and expectations for students  
- Provide support to CE instructional staff in preparation of or during instructional activities  
- Maintain updated paperwork and documentation of smArtworks and designLabs students  
- Collaborate with Supplies and Logistics Coordinator for snack inventory  
- Organize and schedule Tear Down and clean-up following summer program completion  
- Serve as a role model when interacting with CE Youth Staff, students and parents
REQUIRED:
  • Excellent communication skills and customer service aptitude
  • Ability to plan and organize work processes effectively and work with limited supervision
  • Strong analytical skills for coordinating and improving program operations
  • Capacity to remain focused and productive while responding to frequent and varied information and service requests from parents and program/staff
  • Flexibility and responsiveness to changing demands in fast-paced, service-minded classroom environment
  • Must be able to pass background check.