

Position Title:
On-Site Program Assistant/Data Busters

Classification: **Non-Exempt**

Salary Grade/Level: **Pay grade: 02 -**

Reports to: **F&CS Manager**

Board Approval Date: **December 14, 2017**

Summary/Objective Under general supervision of the Family & Community Service Manager responsibilities consist of working with children in recreation or supervision of children's programs.

Essential Functions Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ◆ The Data Busters Program On-Site Assistant is responsible for the implementation of all program activities at assigned work site. Supervising student work details and monitors student classroom activities.

Competencies:

1. Decision Making.
2. Collaboration Skills.
3. Results Driven.
4. Communication Proficiency.
5. Technical Capacity.
6. Teamwork Orientation.
7. Thoroughness.
8. Flexibility.

Supervisory Responsibility: This position has supervisory responsibilities.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Position Type and Expected Hours of Work: This is a temporary position, and hours of work and days are Monday through Friday, 8:00 a.m. to 2:00 p.m.

Travel: Travel is primarily local during the business day.

On-Site Program Assistant/Data Busters cont'd

Required Education and Experience A high school diploma is required and a minimum of two years experience working with children in recreation or supervision of children's programs. A bachelor's degree from an accredited college or university is desired in counseling, guidance, social work, sociology or related field. Ability to communicate both orally and written to children and adults. Must have transportation.

Preferred Education and Experience: (same as above)

Additional Eligibility Qualifications:

- ◆ Must be able to function independently and have flexibility, personal integrity and the ability to work effectively with staff and support agencies.
- ◆ Must possess the ability to make independent decisions when circumstances warrant such action.

Work Authorization/Security Clearance: Has to successfully pass a criminal, employment, education and drug screening background check.

AAP/EEO Statement: NFCAA is an equal opportunity employer and does not condone any form of discrimination, including harassment, with regard to recruiting, advertising, hiring, placement, promotion, transfer, compensation benefits, disciplinary action, termination, and all other privileges, terms and conditions of employment.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures:

This job description has been approved by all levels of management:

Manager _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____