CCE Chemung
Afterschool Program Assistant Job Description
Casual/Temporary Position

Job Description
Per diem Program Assistant for Afterschool Program (School Year and Summer)
- Sites: Spencer-VanEtten Middle School, Waverly Middle School, Elm Street Elementary School in Waverly, Elmira schools who participate in ARCADE program.

Terms of Employment
Under supervision of the CCE Chemung Resource Educator/4-H Program Leader
- Per diem to work as needed at REACH afterschool program
- Per diem to work as needed at ARCADE afterschool program

Qualifications Required
Minimum – high school degree; 2 yrs. of college preferred with experience working with children and youth in and out-of-school time settings

Responsibilities
- Assist with the Day-to-day coordination of program activities and snacks.
- Deliver enrichment programs as designed.
- Provide and assist in coordinating supervision of students.
- Assist with tracking student enrollment and attendance.
- Meeting with Site Coordinator to review program expectations
- Adhering to CCE Chemung and school safety procedures and policies.
- Performing other duties as assigned.

Rolling application
Application available online via CCE Chemung webpage at www.chemung.cce.cornell.edu

Send - Application, Letter of Intent and 3 references to Ethel Stroman es42@cornell.edu OR mail documents
Cornell Cooperative Extension of Chemung County
425 Pennsylvania Ave., Elmira NY 14904
Attention Ethel Stroman

Anticipated start date: April 2018