

CCE Chemung

REACH Afterschool Program Assistant Job Description

Job Description	Program Assistant for REACH Afterschool Program (School Year and Summer) <ul style="list-style-type: none">• Site: Elm Street Elementary School in Waverly
Terms of Employment	Under supervision of the CCE Chemung Resource Educator/4-H Program Leader <ul style="list-style-type: none">• Reports to Site Coordinator on daily basis• 3 hours per day after school, 5 days per week during school year• 6 week summer program (5 days per week, 5 hours per day)
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	<ul style="list-style-type: none">▪ Assist with the Day-to-day coordination of program activities and snacks.▪ Provide and assist in coordinating supervision of students.▪ Become familiar with and follow 4-H enrollment procedures.▪ Ensuring parent signed consents are on file for participating students.▪ Assist with tracking student enrollment and attendance.▪ Collecting and managing student data and enter in 4-H system▪ Attending Site Committee meetings as requested.▪ Meeting with Site Coordinator to review program expectations▪ Adhering to CCE Chemung and school safety procedures and policies.▪ Aide in tracking of inventory for program supplies.▪ Performing other duties as assigned.
Apply by November 6	Application available online via CCE Chemung webpage at chemung.cce.cornell.edu or at CCE Chemung Office at 425 Penn Ave., Elmira, NY Submit application along with letter of intent and 3 references. Anticipated start date: Dec 1