

YMCA OF SOUTHERN INDIANA



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JOB ANNOUNCEMENT

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POSITION:

Program Assistant

STATUS:

Part Time

JOB DESCRIPTION:

Work Times: Monday, Tuesday, and Thursday afternoons and occasional weekends

Hours/Week: 15 + hrs a week

Wage/Salary: \$7.50/hr +

Position Start Date: Sep 7<sup>th</sup> 2010

KEY RESPONSIBILITIES:

The Program Assistant will work intensely with young ladies (ages 7-18) in the DIAMONDS after school program serving as a mentor and leader. Duties include transporting girls to and from meetings, assisting with program activities such as homework assistance, goal setting, career development, and positive decision making skills. Document and maintain accurate records of all activities (attendance, grades, etc).

QUALIFICATIONS:

- Minimum 21 years old
- Must have valid driver's license
- High school diploma. Some college preferred. Interns are welcome to apply.
- Strong computer skills.
- Must have experience working with youth and the ability to be innovative in the area of at-risk youth programming.
- Must also be outgoing, friendly, well spoken, self-motivated, creative and dependable.

APPLICATION DEADLINE:

Submit application or resume by Monday September 6<sup>th</sup> to:

Scott Johnson  
Community Outreach Director  
YMCA of Southern Indiana  
P.O. Box 1525  
Jeffersonville, IN 47130  
(812) 283-9622  
(812) 280-7136 (FAX)  
sjohnson@ymcasi.org

YMCA OF SOUTHERN INDIANA  
WE BUILD STRONG KIDS, STRONG FAMILIES, STRONG COMMUNITIES.

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