

POSITION TITLE: Program Assistant I

REPORTS TO: Program Manager/Director

PRIMARY PURPOSE:

The Program Assistant supports the lead instructor with the delivery of culture and place-based afterschool and non-school program services. Duties are both clerical and instructional. The Program Assistant will work with children from diverse backgrounds. Patience and a joy for working with children in a Hawaiian culture-based setting are essential to the effective performance of this job. This position is part time with potential to move full time. Applicant must be available on at least 2 - 3 weekdays from 2PM – 6PM.

ESSENTIAL DUTIES:

- Help the lead teacher run classes smoothly.
- Prepare program materials and documents.
- Ensure sign-in sheets and other record-keeping forms are completed.
- Monitor student behavior in classroom and on site-visits.
- Assist and aid with students needing additional help.
- Assure program is delivered to specifications.
- Prepare regular and special reports as required.

Preferred Skills

- High school diploma or GED required
- Hawaiian language background is helpful, but not required
- An interest in Hawaiian language and culture is necessary
- Ability to problem solve and communicate with others
- Good verbal and written skills
- Personal computer skills in word processing

Compensation

- Pay starts at \$15 an hour and increases based on education and prior experience.

To apply, submit resume to info@uluae.org.