

**POSITION TITLE: Seasonal 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 full time for the months of June and July.

**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 preferred
- 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 \$16 an hour and increases based on education and prior experience.

**To apply, submit resume to [info@uluae.org](mailto:info@uluae.org).**