

Parma Learning Center  
Parma School District  
21<sup>st</sup> Century Community Learning Centers

Title: After school Student Aide, Educational Assistant, or Media Assistant

Division: Afterschool Program

Department: 21<sup>st</sup> Century Community Learning Centers

Location: 805 E. McConnell Ave., Parma, ID 83660

Organization  
Overview:

Program Summary & Job Purpose: Parma Learning Center seeks an experienced, competent and caring person to work directly with youth assisting them with personal, professional and educational development. He/she will encourage, inspire and support the youth by providing engaging quality afterschool & summer programming that empower and enable youth to take greater control of their lives.

Responsibilities:

- Assist with planning, developing and implementing academic enrichment, positive youth development and recreational activities.
- Help supervise the physical, social and emotional well-being of youth participating in programs.
- Maintain accurate program & reporting documentation.
- Initiate, develop and maintain positive mentoring relationships with youth.
- Encourage youth to broaden their horizons, become active citizens and develop leadership skills.
- Promote and support youth initiated/led learning and activities.
- Display high level of commitment and enthusiasm for all program activities.
- Participate in on-going staff professional development and staff meetings.

Education & Training:

- High School or GED diploma required (Unless currently enrolled as a Junior or Senior in High School).
- Progress towards a postsecondary degree preferred.
- Other combinations of applicable education, training and experience, which provide the knowledge, skills, and abilities necessary to perform effectively in the position, may be considered.

Skills & Experience:

- Communicate effectively with leaders.

- Previous experience working and/or volunteering with youth or a youth serving organization preferred.
- Applicant must successfully pass a criminal background investigation.
- Able to tactfully manage confidential information and situations with efficiency.

Personal Qualifications:

- Self-motivated individual passionate about youth.
- Ability to listen, be a caring and supportive leader while maintaining high expectations.
- Flexible and great team player but willing to take the initiative.
- Collaborative spirit.
- Ability to interact professionally, confidentially and effectively with school leaders, staff and parents.
- Highly positive and enthusiastic.
- Passionate about helping youth, especially those who are disengaged.
- Positive attitude and sense of humor a must.

Reports to:

- Program Director, Katie Stimpson
- Afterschool Coordinator, if applicable
  
- Position Details: Part time, (varies from 1-3 hours per day on scheduled M-Th and up to 6 hours on scheduled Fridays)
  
- (\$8/hour student aide, \$18/hour Classified)

Parma School District is an equal opportunity and affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, gender, religion, age, disability, Veteran status, or any other classification as required by applicable law.