



SITE SUPPORT

The 21st Century Kids of Northern F.R.A.N.K.L.I.N. Site Supports will report directly to the 21st Century Site Coordinator. This position is part-time 20 hours per week for the summer of 2018 and 10 hours per week after school for the 2018-2019 school year and will have a competitive hourly salary. Candidates may apply for *only* the summer position, *only* the school-year position, *or both* the summer position and the school-year position. Please specify on your application which you will be applying for.

QUALIFICATIONS

- Equivalent of a High School Diploma and/or equal experience in working with elementary school-aged children
- Successful completion of all background checks

SUMMARY OF POSITION/PRIMARY FUNCTIONS

The 21st Century Kids of Northern F.R.A.N.K.L.I.N. Site Support will serve as the Site Coordinator's point person for the 21st Century Grant in Franklin County by:

- Creating a safe, positive environment that supports children's social, emotional, intellectual, and physical development
- Reinforcing children's self-confidence through skill-building and character development
- Working directly with students and volunteers, leading a specific enrichment activity to instruct, guide and inspire children to experience the activity
- Filling in when not leading an enrichment activity, if requested, with academic activities, physical fitness activities and games, leadership trainings, small-group student meetings, snacks, and other activities as directed
- Participating as requested in planning, preparation and training with a commitment to learn

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Evaluation approaches, strategies, and techniques
- Working with diverse family systems in a respectful manner

Skills:

- Excellent verbal and written communication skills including facilitation skills and leadership skills
- Demonstrated proactive problem solving, teamwork, innovative thinking, creativity, patience, and flexibility
- Ability to conduct and assist with group activities, such as reading aloud, story-telling, homework help, and other academic activities
- Demonstrated commitment and ability to support and mentor youth in a positive manner
- Commitment to the public health and child, family and community resiliency philosophy of the 21st Century Kids of Northern F.R.A.N.K.L.I.N.
- Willingness to follow the policies and procedures of both the 21st Century Kids of Northern F.R.A.N.K.L.I.N. and the hosting school.
- Willingness to work with socially, culturally and economically diverse populations.

Ability to:

- Maintain flexible scheduling for completing tasks as necessary, including evenings and weekends when required
- Understand applicable state laws, codes, regulations, policies, and procedures related to assigned duties
- Work with individuals or small groups of students in community-based programs
- Analyze situations and suggest appropriate action
- Make decisions and exercise good judgment
- Work independently with minimal supervision and also as a team member
- Work under pressure and prioritize workload
- Ability to multitask and assess children's needs
- Coordinate and track multiple activities
- Maintain confidentiality according to regulations and procedures

Application Procedure:

Applicants should complete an application online at www.fcctf.org. Please attach your letter of interest for the position, resume and provide references from previous supervisors who have first-hand knowledge of your performance.