ENERGY Program Assistant Job Description

Position Title: ENERGY Program Assistant

FLSA Status: School Year: Part-time at 10 hours per week, Summer: Part-time at 25 hours per week; non-exempt

Core Program Competencies: Education

Supervisor's Title: ENERGY Program Coordinator

Location: Buffalo, NY

Organization Mission: WEDI empowers economically disadvantaged people in Buffalo, with a primary focus on the West Side community.

Websites: www.wedibuffalo.org, www.westsidebazaar.com

Programs Overview:

Education: English language learners acquire comprehension and fluency to attain parity with native English-speaking peers, which in turn promotes high graduation rates, family health, and a strong community. WEDI's ENERGY After-School program serves 30 English Language Learner (ELL) students and Students with Interrupted Formal Education (SIFE) in grades 1-6 to improve their ability to read, write, and speak English, so they may succeed in school. The students are often children of refugee families, where significant trauma, financial instability, and difficulty in adjusting to a new culture and language affect their academic performance. Parents are unable to support them in schoolwork due to lack of language and education. ENERGY offers a solution to this hurdle by providing a reading intensive program that focuses on the core component that impacts their learning: language acquisition. ENERGY also focuses on developing self-confidence and cultural awareness in the children's new home.

Position Summary

WEDI's ENERGY Program Assistant is responsible for assisting the ENERGY Program Coordinator with daily planning and operations of ENERGY Programming. This includes a six-week summer program, in addition to the ENERGY Literacy Program, which occurs every Tuesday, Wednesday, and Thursday, from 4:30 to 6:30 during the school year. The ENERGY Program Assistant will assist students and volunteers, individually or in small groups, during reading and writing time by modeling for volunteers (e.g. reading stories, listening to students reading, facilitating activities, checking homework, etc.) for the purpose of presenting and/or reinforcing learning concepts. ENERGY Program Assistant will attend WEDI staff meetings and task force meetings as schedule allows.

Key Responsibilities

- Assist ENERGY Program Coordinator in the day-to-day operations of the Program
- Plan and lead classes and clubs, as needed
- Manage, sort, and organize donations made to the Education program
- Enter and manage program data, including but not limited to daily student and volunteer attendance, outcomes, and Child and Adult Care Food Program (CACFP) meal tracking
- File, copy, and scan documents for all aspects of the Program
- Contact families when students are absent
- Supervise volunteers and groups of students in a variety of settings

- Maintain ENERGY Program supplies and equipment, work area, and students' files and records for the purpose of ensuring availability of items and/or providing reliable information
- Assist with event planning
- Other responsibilities deemed necessary by the ENERGY Program Coordinator

Required Qualifications

- Bachelor's degree or equivalent, preferably with an emphasis on Education, Social Services, Literacy, or TESOL
- Experience working with youth, preferably in an educational setting
- Excellent critical thinking, interpersonal, and analytical skills
- Proven strong oral and written communication skills
- Passionate about empowerment programming that serves diverse low-income communities

Preferred Qualifications

- Experience working in a non-profit, mission-driven organization
- Ability to complete tasks quickly and on schedule; ability to manage multiple projects
- Competent and efficient in Google applications, MS Office, and internet applications, including database systems for data tracking
- Demonstrated problem-solving skills; high accuracy in work and attention to detail

Hourly pay will be commensurate with education and experience. Please send a resume, and cover letter to jobs@wedibuffalo.org