



Position Title: FLY Program Assistant

FLSA Status: School Year: Part-time at 12 hours per week, Summer: Part-time at 20 hours per week; non-exempt

Core Program Competencies: Education

Supervisor's Title: FLY 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.* The FLY After School Program serves approximately 30 English-language learners from Buffalo's West Side who are in grades 6 through 8, respectively. The program provides homework help, individualized academic support, enrichment opportunities, and field trips. FLY implements a Project-Based Learning model that has helped to increase or maintain grade-point averages for over 80% of its students. Attendance in both programs averages over 95%, and the total demand is very high.

Position Summary

WEDI's FLY Program Assistant is responsible for assisting the Coordinator with daily operations of programming. The FLY After School Program takes place Monday through Thursday from 3:00 PM to 6:00 PM during the school year. The summer program runs from July 9, 2018- August 17, 2018 from 12:00 PM- 5:00 PM. The Assistant will help with program implementation by supervising volunteers, scheduling field trips, tracking student data and outcomes, ensuring daily transportation, and facilitating FLY in the Coordinator's absence. In addition, the Assistant will engage with students directly during homework help time as well as plan and lead classes and clubs throughout the school year, as needed. The Assistant will also aid in the development of a six-week summer program. The Assistant will attend WEDI staff meetings as the schedule allows as well as weekly check-ins with the Coordinator.

Key Responsibilities

- Assist FLY 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 FLY 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 FLY 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
- Computer proficiency in Google applications, MS Office, and internet applications including data management software

- 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, cover letter, and salary requirements to Donna Glasgow at dglasgow@wedibuffalo.org.