

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents”; our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at [www.upo.org](http://www.upo.org) to view all of our vacancies and to learn more about our company and services.

<b>POSITION:</b>	<b>Program Aide (PT)</b>
<b>OFFICE/DIVISION:</b>	<b>Youth Services Division</b>
<b>BULLETIN No:</b>	<b>09022019</b>
<b>SALARY RANGE:</b>	<b>\$14.50 per hour</b>
<b>OPENING DATE:</b>	<b>02/21/2019</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b>
<b>FIRST SOURCE:</b>	<b>N/A</b>

### **MAJOR DUTIES:**

Help manage classrooms of children at UPO’s out of school time program at Hendley Elementary School, in Washington, DC. Staff will be assigned to work with youth grouped in grade levels of Kindergarten thru fifth. Primary responsibilities will be to support program components and projects that include but are not limited to the following: tutoring and homework assistance, STEM initiatives, creative arts, health and recreation, and social-emotional enrichment activities for program participants.

### **BRIEF DESCRIPTION:**

Serve as the lead or co-lead for one classroom of youth. Staff to participant ratio is 1:10. Support youth academic progress through tutoring and homework assistance. Support the character development of youth through the implementation of socio-emotional activities. Provide support for vendors rendering outsourced program services (i.e., STEM, art, fitness). Develop and implement corresponding enrichment activities. Prepare assigned classroom and general work area for daily program operation. Assist with the administration of pre-tests and post-tests in conjunction with other evaluation tools. Ensure program safety compliance. Accompany youth on field trip activities. Execute all assigned administrative tasks (i.e., daily attendance reports, etc.) as required.

### **MINIMUM QUALIFICATIONS:**

Must have completed at least one (1) year of college, intent on completing a degree. Experience working with youth in an afterschool or summer program setting, along with a demonstrated ability to implement a program curriculum. Strong interpersonal skills and the ability to communicate effectively, orally and in writing. Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds. Ability to effectively use Microsoft Office programs and electronic time keeping program. Possess effective organizational and professional communication skills, both written and verbal. Must be available to work a minimum of 2 days per week (4 hours per day).

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**DESIRED QUALIFICATIONS:**

Two (2) years of college, with major in education, counseling, teaching, social work or behavioral science or two (2) years of experience working with elementary aged school children in an out-of-school-time program; strong leadership qualities; and a proven ability to work within a team structure.

**OTHER REQUIREMENTS:**

In the event that an offer is extended, the candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

**This position *IS NOT* in the collective bargaining unit of the CWA Union.**

*This is a Special Trust position and is subject to mandatory random alcohol and drug testing.*

**To be considered for this position:**

**Submit your resume to [upojobs@upo.org](mailto:upojobs@upo.org) or fax your resume to  
202/319-3237.**