

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 Assistant</b>
<b>OFFICE/DIVISION:</b>	<b>Youth Services Division, CREATE</b>
<b>BULLETIN No:</b>	<b>8102022</b>
<b>HOURLY RANGE:</b>	<b>\$22.00 - \$25.00 per hour (Commensurate with Experience)</b>
<b>OPENING DATE:</b>	<b>October 27, 2022</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b>
<b>FIRST SOURCE:</b>	<b>N/A</b>

### **MAJOR DUTIES:**

The Program Assistant will manage one or more groups of youth who participate in UPO’s out-of-school time program for elementary school aged youth who attend DC Public or DC Public Charter Schools. The individual will be assigned to work with youth who are in grades first thru fifth; and, be responsible for facilitating the execution and achievement of program goals and objectives as outlined in the youth division strategic plan and approved grant applications.

### **BRIEF DESCRIPTION:**

Lead or co-lead one or more groups of youth. Staff to participant ratio is 1:10. Coordinate and implement daily tutoring and homework activities to facilitate youth academic progress. Support the Program Coordinator with the planning and implementation of Science, Technology, Engineering, Arts, and Math (STEAM) activities that develop and enhance youth critical thinking and analytical skills. Plan and implement college and career readiness activities that help successfully prepare youth for post-secondary opportunities that include obtaining a college degree, a vocational or trade certification, or entering into the workforce. Support the Program Coordinator with the planning and implementation of family engagement events that connect parents to activities and community services and resources as needed. Coordinate and supervise youth during field trips aligned with program classroom instruction. Assist with the administration of pre and post-tests and other evaluation tools to assess youth progress.

### **MINIMUM QUALIFICATIONS:**

Associate degree in education, counseling, teaching, social work, behavioral science, or a related youth development field, and at least (3) years of experience working with elementary school aged youth in a classroom, afterschool or summer program setting, along with an established ability to implement a program curriculum. Strong interpersonal skills and the ability to communicate effectively, orally and in writing are required. Must possess a current D Class driver’s license and have a clean driving

record with no more than two points. 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, virtual learning tools

**\*Must be available to work M-F between the hours of 9:45 am and 6:00 pm. Occasional weekend work may be required.\***

**DESIRED QUALIFICATIONS:**

Bachelor's degree in education, counseling, teaching, social work, behavioral science, or a related youth development field, and at least (2) years of experience working with elementary school aged youth in a classroom or out-of-school time setting, along with an established ability to implement a program curriculum; strong leadership qualities; and a proven ability to work within a team structure. Experience using virtual distance learning platforms.

**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.

**Special notice to all applicants:**

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work. **Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees**

**This position *IS* in the collective bargaining unit of the CWA Union.**

**ALL VISITORS TO UPO FACILITIES**

- **Must Wear a Mask While on UPO Premises;**
- **Must Practice Social Distancing; and,**
- **Will Be Subject to Temperature Scanning Upon Entering UPO Facilities**

**To be considered for this position:**

**Submit your cover letter and resume to the Career Center Online. [Apply Here](#)**