**UP ON TOP – Job posting – Fall 2019**

**PROGRAM ASSOCIATE**

**UP ON TOP After-School & Summer Program** is looking for energetic, honest and responsible individuals to join our team. If you have proven talent (or hidden potential!) providing exciting academic, enrichment and support-service opportunities to amazing kindergarten through 5th-grade learners, please let us hear from you!

Your enthusiasm and experience will be respected and utilized to help design, plan and implement daily literacy-infused lessons, afternoon enrichment activities, recreational fun, and community-based experiences for our students. You will benefit from a fun, creative work environment that provides supportive collaboration, professional development opportunities and coaching for your personal/professional growth.

Program Associate will generally work a School Year schedule of approximately 20 hours per week (2:30 to 6:00pm) M-F, 1:30pm start on Wednesdays, with an opportunity for 40-hour-per-week schedule during Summer Program. Compensation begins at $17.50 per hour. Sick time and 15 annual paid holidays provided. There are no vacation or medical/dental benefits with this position. Significant paid training opportunities available.

**General Requirements:**

* **Desire** to see all children succeed to the best of their potential
* **Energy** to encourage all children to succeed to the best of their potential
* **Patience** to help all children succeed to the best of their potential
* Works well with others…**TEAM PLAYER**

**General Qualifications:**

* Minimum one year experience working with a diverse group of children/families
* Able to implement and supervise a culturally-inclusive, structured learning environment, incorporating academics, physical activities and enrichment opportunities for all
* Health (TB) screening
* Background check and fingerprint clearance
* CPR certification (every two years)
* Willingness to commit until June 2020, ideally longer

Positions are open for immediate interviews and will be filled as amazing candidates apply and are selected. If you are qualified and interested, please send a brief cover letter with convincing resume to [jobs@upontop.org](mailto:jobs@upontop.org).

**ALL qualified candidates are encouraged to respond as UP ON TOP will consider EVERY qualified candidate. Thank you!**