



C. Waldo Scott Center for H.O.P.E.  
3100 Wickham Avenue, Newport News, VA 23607  
757-244-9223

## Position Description

### **Position: Program Assistant**

#### **General Statement of Responsibility:**

Responsible for assisting staff in the implementation of assigned Scott Center programs or services. Assisting with maintaining a safe and orderly Center environment, providing appropriate guidance, assistance, and supervision of Center members.

#### **Minimum Knowledge, Skills, and Abilities:**

- Ability to read, understand, and follow written and oral directions.
- Ability to effectively interact with the public, Scott Center members, and other employees.
- Ability to establish and maintain effective working relationships.
- Knowledge of child development and appropriate behavior modification.
- Ability to engage in physical indoor and outdoor activities with youth/adult members.
- Ability to engage youth/adult in programmatic services.
- Ability to utilize a computer and basic software.

#### **Working Tasks and Responsibilities:**

- Assist with directing Center members to their assigned areas/activities throughout the program, ensure that members conduct themselves in an orderly and safe manner.
- Assist Center staff with the supervision of program participants to ensure their safety at the Center and during community outings and programs.
- Assist with the planning of programs and services for Center participants
- Assist Center staff with implementation of structured activities and recreation for program participants, as needed.
- Assist in the completion of other related duties and responsibilities, which ensure the proper daily operation of the program, to include transportation and facility supervision.

**Education and Experience:**

Requires a minimum of a high school diploma or equivalent and at least one year related experience in working with youth.

**Additional Requirements:**

- Prefer candidate with an acceptable driving record to assist with transportation.
- Acceptable background checks to include criminal history, sex offender registry check, Child Protective Services, and Division of Motor Vehicle. Individuals in the position cannot be identified as having a founded child abuse or neglect complaint.

**Physical Requirements:**

Ability to engage and supervise youth and adults in activities involving physical movement on-site and off-site.

**Salary:**

Part-time position, without benefits. Starting pay at \$9.00 per hour.

**C. Waldo Scott Center is an Equal Opportunity Employer (EOE).**