



Children and Family Urban Movement, 1548 8th Street
Des Moines, Iowa 50314
Phone: 515-282-3242
Web Site: CFUM.org

The mission of Children and Family Urban Movement is to create a community to support the potential of children youth, and families through educational success, healthy living, and community engagement.

Job Title: Literacy Program Assistant
Reports to: Literacy Program Coordinator
Benefits/Status/Pay Range: Part-time (20-30 hours/week school year; potential for full time work during the summer) – competitive wage and benefit package
Application Process: Address questions, and cover letter and resume to Ruth Cole, ruth@cfum.org
Thursday, November 3, 2016

Primary Purpose and Function:

Advance the mission of CFUM through 3rd-5th Grade after school and summer programs. The Program Assistant will carry out this purpose through:

- Establishing and maintaining positive internal and external relationships
- Program planning and implementation
- Monitoring and evaluating the program

Duties and Responsibilities: Literacy Program Assistant assists the Literacy Program Coordinator in:

- Maintaining positive relationships with Moulton faculty and staff
- Planning and implementing programs for children in 3rd through 5th grade
- Delivering evidence-based programming in accordance with best practice in early childhood education; incorporating CFUM mission, values, and core program elements, with respect for community assets and needs
- Maintaining positive relationships with parents through daily contact and more formal opportunities for parent involvement
- Developing, organizing and implementing opportunities for parent involvement
- Monitoring and evaluating the program, including efficient and accurate management of participant data
- Maintaining positive relationships with CFUM staff in the areas of volunteer management, communication and planning

Requirements:

- **A combination of two years of:**
 - Study of child/youth development and/or education in an accredited institution
 - Experience working in youth development and/or educational programs
- Willingness and ability to expand knowledge of positive youth development and education through internal and external training
- Must be available during after school hours, Monday, Tuesday, Thursday, Friday from 3 pm-6 pm; Wednesday 1:30 pm-6 pm
- Good communication skills—both oral and written
- Organizational skills and ability to meet deadlines
- Capacity to function both independently and as an engaged team member
- Proficiency in Microsoft Office applications, Outlook, and database management

The above statements are intended to describe the general nature and level of work performed by the person in this position. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. All requirements are subject to possible modification or reasonable accommodations for individuals with disabilities. Children and Family Urban Movement is an Equal Opportunity Employer.