Announcement Date: September 8, 2020

Position Title: Youth Program Aide (Cedar Ridge Afterschool)

Category: Part-Time

Department: Community Building and Self Sufficiency Programs

Work Location: Reston, VA

Descriptive Summary
Youth Program Aide is part of the Cornerstones Community Youth team providing comprehensive out of school time programming focused on both youth enrichment programming and academic support for children 2nd to 12th grade. The Youth Program Aide (YPA) will assist the Youth Program Coordinator (YPC) in delivering out of school time programming that provides and reinforces academic, social, and personal enrichment while modeling excellence in education and classroom facilitation skills, as well as communication and partnership.

Key Performance Indicators
- Deliver monthly calendar of activities, projects, and academic lessons to 7th and 8th grade pod (maximum of 12 youth people).
- Develop limited curriculum for 7th and 8th grade focused on “getting ready for high school” programming.
- Create content for monthly program newsletter.
- Create content for “story announcements” for Cornerstones social media and development needs.
- Part-time 20 hours per week from 3:30pm to 7:30pm school year and 12:00pm to 4:00pm summer.

Education
- High school diploma.

Experience and Skills
- Minimum 2 years of experience working with school age children in a classroom, camp or recreational setting.
- Ability to work cooperatively in a team environment.
- Ability to identify and solve problems and easily interact with a wide range of people.
• Excellent organizational and communication skills.
• Good time management skills.
• Proficiency in Microsoft Office Suite, email, internet.
• Ability to speak in second language commonly used in the community is preferred, but not necessary.
• Availability to work 5 to 7 evenings and 2 to 3 weekends during the year.

Attitude
• Actively interested in learning about new and evidence-based methods for improving operations
• Attentive to constraints of time and funds in setting stretch goals
• Respectful of staff, volunteers, funders and clients
• Forward thinker, considering not just today but what are the implications for tomorrow
• Collaborative leader, working with others individually and in teams

Work Environment
This position is performed in a traditional classroom and or community center environment.

How to Apply:
A cover letter and resume are required. Please send to:

Recruit
Cornerstones
11150 Sunset Hills Rd.
Suite 210
Reston, VA 20190

Email: recruit@cornerstonesva.org
Fax: 571-323-9554
TTY: 571-323-9555

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