**Afterschool Program Assistant: Virtual**

**Position Summary:** The Project Transformation Rio Texas (PT) Afterschool Program Assistant runs PT’s Afterschool Virtual Reading Buddy program. Virtual Assistants will work with other PT staff and volunteers to support participating children in virtual reading sessions to promote their love for reading and reading development. This position is from September to May.

**Project Transformation Mission and Vision:**

The mission of Project Transformation is to transform communities by engaging children, college-age young adults, and churches in purposeful relationships. We envision a world that is rooted in love, pursues the equity of all people, and amplifies God’s call on every life.

**Reports to:** Program Director

**Classification:** part-time seasonal, non-exempt status

**Job Duties**

* Model Project Transformation’s core values: mutual relationships, intentional community, connectional ministry, discernment of purpose, empowerment of young people, servant leadership, holistic development, and Wesleyan practice of faith.
* Under the guidance of PT’s Program Director, implement PT’s virtual Reading Buddy program for children Kindergarten through 5th grade. Specific responsibilities include but are not limited to:
	+ Manage Zoom sessions, assign and monitor rooms, monitor attendance
	+ Reviewing training with virtual volunteers
	+ Greet virtual volunteers, answering questions, and providing support
	+ Send digital communications to volunteers and families
	+ Select and manage literacy materials
	+ Keep track of program data
* Ensure the safety of children at all times. Uphold PT policies and procedures.
* Attend and actively participate in all staff meetings and in-service trainings, as required by program staff.

**Minimum Requirements:**

* Must be a U.S citizen, U.S. national or lawful permanent resident alien of the United States.
* Must be at least 18 years of age and have completed high school.
* Must enjoy working with children.
* Ability to pass a criminal background check.
* Must display leadership skills including but not limited to communication, organization, problem solving, dependability, commitment, and flexibility.
* Must be self-motivated and able to work effectively independently as well as with a team.
* Must be comfortable with leading volunteers and children. Must support the Mission and Core Values of Project Transformation.
* Must have reliable computer access with a dependable internet connection.
* Experience with online programs including Zoom and Google Drive applications including Google Sheets.
* Willingness to take on additional tasks, projects, and/or program components as needed (and as schedule allows).

**Compensation:**

$12/hour

**Schedule:**

Minimum of 5 hours a week up to 9 hours possible:

Virtual: Tuesdays & Thursdays. 4:15p-5:45p

Planning Period: 2 hours of virtual with hours each week, specific time to be coordinated with Program Director upon onboarding.

Potential opportunity to do in person reading program if located in San Antonio with reliable transportation.

Program will run mid-September, through mid-December, and from January through mid- May. Two Virtual Assistants will be on all Virtual Reading Buddy times.

Online programming will be two days a week, Tuesday and Thursday, from 4:15-5:45pm. Remainder of time will be spent on preparation and data tracking, about 2/hours a week. More or less hours based on need and scheduling, at discretion of Program Director.

**Application Procedure:**

Applicants must be at least 18 years of age and have completed high school. This opportunity is best suited for college students looking for experience in the non-profit, social work and/or education fields.

Applicants should [apply online](https://projecttransformation.org/rio-texas/our-programs/college-programs/afterschool-site-assistant). A personal resume and 3 references’ contact information are required to complete the application.

**Orientation Process & Onboarding:**

Before the start of first shift, the following will be required:

* New hire orientation and training
* TRUSTED con Confianza Certification (Rio Texas Conference safety policy and training ministry—instructions upon hire)