

## Student Job Description

Department: Community Outreach - Kenney Community Center      Location: Kenney Community Center

Supervisor's Name: Suzanna Bornn

Please indicate hours/shifts available: Mondays - Fridays, day time, especially 3:30 - 5:00 p.m.

Rate of Pay: minimum wage

Purpose/Role of the Position(s) within the Department: Program Assistants

### Duties and Responsibilities:

- **Assist with afterschool programs:**
  - Greet parents and students during arrival and departure times from programs
  - Help organize and prepare materials, snacks and activities
  - Assist students (grades 1 - 5) with homework assignments
  - Coordinate and participate in fun and creative activities with students
  - Maintain a safe and fun environment through enforcement of Kenney Community Center rules and regulations, disciplinary action and open communication
  - Help clean, organize and put materials away at the end of programs
- Greet and assist visitors in a warm and welcoming manner
- Create flyers, banner and posters for events
- Promote events using our outreach table in Reamer Campus Center
- Assist with on-campus and off-campus events (delivering flowers to nursing homes w/U-Rebloom and serve food at homeless shelters, etc.)
- General telephone duties including: taking messages, transferring calls and answering general questions
- Contact parents of students in programs about important events and information
- General office work including: emailing, faxing, copying, shredding, organizing and filing
- Other miscellaneous work as needed

### Qualifications for the Position:

- Scheduling flexibility and ability to work during the after school programs
- Comfort interacting with people of all ages, backgrounds and abilities
- An outgoing, friendly and compassionate personality
- Punctual and reliable
- Interest in community service and volunteerism
- General proficiency in MS Work, Excel, Outlook, PowerPoint and Publisher