

AEC Program Associate

The *AEC Program Associate* role supports the Academic Enrichment Center (AEC) with the AEC Lead. With the supervision of the AEC Lead, the PA will oversee small in-person groups of children in Grades 1-6. The FM/PA will work individually with students (or in small groups) to support children in their learning and support volunteers in their tutoring appointments. The AEC PA will work closely with the AEC Site Lead to maintain a schedule and lead activities as needed.

Schedule and additional duties:

Monday - Friday 2:00 PM - 6:00 PM

Approx 20 hrs/week

Skills & Experience:

- Values relationships and demonstrates the ability to interact with others effectively.
- 3+ years of working with school-aged children (K-6)
- Organizational & time management skills.
- Ability to think critically and solve problems, lead by example
- Must have experience in office procedures and use of office equipment; average proficiency and working knowledge of computers; specifically, using Google apps is preferable.
- Must be able to communicate accurately and clearly both orally and in writing; pleasant telephone manner; able to think on feet when dealing with callers; customer service oriented.

Responsibilities:

- Provide academic support to students as they complete virtual assignments on and off of the computer/technology provided
- Assist with technical support for students (Chromebook, laptop, iPad, etc)
- Plan & execute activities for breaks: crafts, movement, play, art, etc.
 - sports, reading, games, and more

Qualifications

- Commitment to the mission of GU.
- Possesses good organization and time-management skills.
- Has the ability to think critically and solve problems.
- Strong verbal and written communication skills.

Preferred:

- **Valid U.S. Driver's license (preferred)**
- College degree or equivalent work experience
- Bilingual (Spanish) is a plus

Pay rate: \$18-23/hr depending on experience

The above description serves as a guide and is not meant to be an exhaustive list of responsibilities and duties. Additional assignments and projects may be given as the needs of the organization change.

About Generations United: Our mission is to empower Redwood City & North Fair Oaks children and their families to reach their full potential...in this generation and the next. In partnership with local schools, congregations, nonprofits, and corporations, we not only provide academic enrichment centers for the children, but complementary services for the entire family, including English-as-a-Second-Language, nutrition education, fitness programs, personal safety, and emergency assistance in the event of personal tragedy, hardship or displacement. Generations United is a 501C3 nonprofit corporation.