

## **ENERGY Program Assistant Description**

**Position Title:** ENERGY Program Assistant

**FLSA Status:** Non-exempt, part-time

**Core Program Competencies:** Education

**Supervisor's Title:** ENERGY Program Coordinator

**Location:** Buffalo, NY

**Organization Mission:** WEDI empowers economically disadvantaged people in Buffalo, with a primary focus on the West Side community.

**Websites:** [www.wedibuffalo.org](http://www.wedibuffalo.org), [www.westsidebazaar.com](http://www.westsidebazaar.com)

### **Education Program Overview:**

WEDI's guiding principle for its Education Program states that English language learners acquire comprehension and fluency to attain parity with native English-speaking peers, which in turn promotes high graduation rates, family health, and a strong community. The ENERGY Literacy for Children and FLY after-school programs serve 58 English language learners from Buffalo's West Side who are in grades 1-6 and 6-8, respectively. In the 2016-2017 school year, 90% of ENERGY students progressed in their reading ability, with 43% of students improving one grade level or more, as evidenced by reading assessments. The program maintained an average ratio of one volunteer mentor per student. FLY implements project-based learning that has helped to increase grade-point averages for over 80% of its students.

### **Position Summary**

WEDI's ENERGY Program Assistant is responsible for assisting the ENERGY Program Coordinator with daily planning and operations of ENERGY Programming. This includes a six-week summer program, in addition to the ENERGY Literacy Program, which occurs every Tuesday, Wednesday, and Thursday, from 4:30 to 6:30 during the school year. The ENERGY Program Assistant will assist students and volunteers, individually or in small groups, during reading and writing time by modeling for volunteers (e.g. reading stories, listening to students reading, facilitating activities, checking homework, etc.) for the purpose of presenting and/or reinforcing learning concepts. ENERGY Program Assistant will attend WEDI staff meetings and task force meetings as schedule allows.

### **Key Responsibilities**

- Assist ENERGY Program Coordinator in the day to day planning and operations of the ENERGY Program
- Supervise volunteers and groups of students in a variety of settings
- Program data entry using Outcome Tracker and Nationbuilder
- Transport students to and from program as necessary
- Run the ENERGY Program in the event that the Program Coordinator is unable to attend
- Assist in the planning, coordination, and execution of a six-week summer program
- Daily lesson planning and preparation of activities and materials
- Assist with ongoing volunteer recruitment and training
- Manage the library and ENERGY Store, delegating tasks to volunteers when possible



- Manage, sort, and organize program supplies and donations
- Filing, copying, and scanning for all aspects of the Program
- Maintain program supplies and equipment, work area, student files/records for the purpose of ensuring availability of items and/or providing reliable information
- Collect and grade book reports - disburse ENERGY bucks
- Prepare and set up for Enrichment Activities when necessary – may also create activities and teaching units
- Tidy space at the end of the day
- Represent WEDI and the ENERGY Program at events as needed
- If schedule allows, attend ENERGY task force meetings
- Other responsibilities deemed necessary by the ENERGY Program Coordinator

### **Required Qualifications**

- Bachelor's degree or equivalent, preferably with an emphasis on Education, Social Services, Literacy or TESOL
- A valid driver's license and access to reliable transportation
- Experience working with youth, preferably in an educational setting
- Excellent critical thinking, interpersonal, and analytical skills
- Proven strong oral and written communication skills
- Passionate about empowerment programming that serves diverse low-income communities

### **Preferred Qualifications**

- Experience working in a non-profit, mission-driven organization
- Ability to complete tasks quickly and on schedule; ability to manage multiple projects
- Competent and efficient in Google applications, MS Office, and internet applications, including database systems for data tracking
- Demonstrated problem-solving skills; high accuracy in work and attention to detail

Salary or hourly pay will be commensurate with education and experience. Please send a resume and cover letter to [awojciechowski@wedibuffalo.org](mailto:awojciechowski@wedibuffalo.org).