



Position Title: Program Assistant PART TIME

Position Summary: The Program Assistant supports the Program Leader in facilitating daily activities and ensuring a safe and engaging environment for participants. This role involves modeling appropriate interactions, managing supplies, handling emergencies, and maintaining communication with families and CAN staff.

Key Responsibilities:

- **Model Interaction:** Demonstrate appropriate interaction and redirection techniques for interns and volunteers to engage effectively with participants.
- **Assist in Emergencies:** Support the Program Leader in addressing behavior, hygiene, or medical emergency situations as they arise.
- **Supply Management:** Notify the bookkeeper when materials (e.g., beads, shredding supplies) need replenishing.
- **Emergency Leadership:** Be prepared to lead the group independently in case of an emergency if separated from the Program Leader.
- **Participant Engagement:** Lead and engage in conversations with participants throughout the day to promote a positive and inclusive atmosphere.
- **Backpack Management:** Carry and monitor the CAN backpack while the group is out in the community, ensuring it is stocked with necessary supplies and not overloaded. Replenish supplies from the office as needed and notify the bookkeeper when additional supplies need to be purchased.
- **Site Maintenance:** Follow the End of Session Checklist to ensure the church site and bathrooms are clean and in good condition at the end of each session.
- **Session Summary:** Upon receipt of the session summary from the iPad, attach photos and send the summary to all participant families, staff, interns, the Community Relations Coordinator, and the Board Secretary. Aim to send the summary within 15 minutes after the end of the session, whenever possible.

Qualifications:

- Two years of relevant education or related work experience
- Strong organizational and multitasking skills
- Excellent communication and interpersonal skills
- Ability to handle emergencies calmly and effectively
- Experience in a supportive role, preferably in a similar setting
- Attention to detail and proactive in managing supplies and resources
- Proficiency in using digital communication tools (e.g., email, iPad)



Working Conditions:

- This position involves working directly with participants, interns, and volunteers in various settings, including community outings.
- The role requires flexibility to handle emergencies, manage supplies, and ensure the smooth operation of daily activities.
- The Program Assistant must be present and active in supporting the Program Leader and maintaining a positive environment for participants.

Application Process: Interested candidates should submit their resume and cover letter detailing their qualifications and experience relevant to this position to info@communityaccessnaperville.org.