



Job Description - Position Profile

Position Title: ELP Academic Assistant

Reports To: ELP Site Supervisor

Classification: Hourly

Position Summary:

Assists BRIDGES staff in the provision of academic enrichment activities, enrichment activities, family involvement activities, preparation for daily activities and other activities designed to prevent alcohol, tobacco, and other drug use in students enrolled in the Bridges program.

Primary Responsibilities

- Responsible for clean-up and storage of equipment and materials at the end of each day.
- Responsible for assisting with preparation and clean up for family involvement activities.
- Assists with supervision of students during educational enrichment activities.
- Assists students with completion of homework.
- Assists with field trips.
- All other duties deemed necessary to maintain program quality.
- Assists students in the classroom as assigned by the Academic Coach.

Knowledge, Skills and Abilities:

- In order to perform the job successfully the individual must have some experience in working with youth.
- Individual must enjoy working with youth and possesses skills that will establish a respectful atmosphere for BRIDGES participants.



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Qualifications:

- A minimum of an associate's degree, two years of college, or experience in a related field is required.
- Experience in working with youth is a plus.

Essential Functions/Physical Requirements:

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Reaching, bending, lifting, carrying, and must be able to lift minimum of 20- pounds to chin level without injury.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.

The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE Family Services Center are employees "at-will." Additionally, an employee will not be reimbursed for accumulated leave upon either voluntary or involuntary separation from employment. I have read and understand the responsibilities and requirements of this position.

Employee Signature

Date

Manager / Supervisor

Date