Program Assistant Position
Children, Youth and Families at Risk (CYFAR)

The Department of Extension at the University of Connecticut is seeking one part-time, temporary program assistant to teach in 4-H afterschool educational programs in the urban areas of Hartford county. These positions are funded by the Children, Youth and Families at Risk (CYFAR) grant program. The CYFAR program is funded through the United States Department of Agriculture and provides research based, quality 4-H educational programming in after school programs.

The successful candidate will work under the direction of the CYFAR Grant Team. In addition to teaching in Hartford county; successful applicants will do planning, record keeping, and program related tasks at the Hartford County Extension Center. Hours will be in the afternoon between approximately 1-5:30 pm and up to 20 hours per week.

Training for this position will take place in Fall 2016. Teaching will begin in Fall 2016 and will end in May 2017.

Candidates must have their own reliable transportation. They must be available to meet regularly with supervisors. Background checks will be required.

Qualifications

Required
- Teaching experience 1 year or more
- Interest in working with school-age children
- Punctual and reliable
- Good organizational, time management, and communication skills
- Good computer skills, especially with Microsoft Office
- Maintain agreed upon hours in the Hartford County Extension Center
- Good classroom management skills
- Ability to accept instructions to meet program goals
- Ability to accept constructive criticism and work as a team to meet program goals

Preferred
- Experience in working with diverse and at-risk populations
- Experience in working with iPads or similar tablets

Duties and responsibilities include the following:

1. Teach a provided curriculum on healthy living to youths in grades 4 through 6
2. Collect data through pre- and post-tests and compile results
3. Organize and maintain all materials for each session
4. Sign out and return (sign in) all equipment in good working order
5. Assist with outreach or promotional activities
6. Confer weekly with supervisor(s) regarding program delivery and activities
7. Attend required trainings, including trainings in CPR/First Aid and curriculum content
8. Perform related duties as required

Please send a letter of interest and resume to Diane LaBonia at the Hartford County Cooperative Extension Center (diane.labonia@uconn.edu) by September 15, 2016.