Position Title: Children’s Program Assistant

Community Service Partner: Mission Waco/World, Inc.

Job Description: The Children’s Program serves grades Pre-K through 5th grade in the North Waco neighborhoods. It is an enrichment program providing homework help, creative arts classes, engineering, aquaponics/gardening, and outdoor adventures.

POSITION SUMMARY - Assist the children's program by helping to plan and implement daily activities, build relationships with program participant children, enforce all rules and discipline, help with administrative and cleaning tasks as needed.

FUNCTIONS OF THE POSITION - Prepare daily program activities (gather equipment, set up rooms, etc. Enforce all rules and discipline for the participants. Reporting and updating with staff and volunteers about program occurrences. Opening, closing and cleaning program spaces.

REQUIRED HARD SKILLS - Technical computer familiarity (Word, Excel, Email, Social media proficiency, Facilities Management ability.

REQUIRED SOFT SKILLS - Mature and adept communicator, Flexibility and ability to prioritize well, Problem solving competence, Mature Christian faith.

LEARNING OUTCOMES - Improve communication skills with various people demographics, Improve problem solving ability, Some knowledge of customer service with various demographics, Improve knowledge and understanding of child development.

Hourly Rate: $10.00 - $11.50/hour (depending on new or returning student worker status and/or any recognized special skill level)

Apply for Position: Please attach and email your application materials (application form, resume, and cover letter) to office@missionwaco.org.

Please DO NOT send application materials to Student Employment.