

STUDENT LABOR POSITION DESCRIPTION

FRYSC – Berea Community School

Most Recently Updated 08/05/02

Position Title: Student Program Assistant
Must work 10 hrs/wk.

I. Grade Level: 3

II. Description:

A. The following are the essential duties for a in the Department:

1. Answer telephone/greet clients coming into the office.
2. Have computer skills (Microsoft Office preferred).
3. Follow school confidentiality laws.
4. Ability to work with people of diverse backgrounds.
5. Performs other job-related duties as assigned.

B. The following are *possible additional* duties for this position:

1. Assist in the Clothing closet.
2. Organizational skills for filing information on family issues.
3. Assist in field trips with elementary students.
4. Lead elementary after school groups.
5. Dress appropriately around students.
6. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** The student will learn how the FRYSC work in the schools.
- B.** Student will learn how to organize and implement programs.
- C.** Student will learn how to “market” programs for the public and generate interest.
- D.** Student will learn various computer programs.
- E.** Student will learn how to work with guidance counselors in the school.
- F.** Student will learn collaboration of various agencies in the community.

IV. Basic Qualifications:

- A. General:** Good communication skills
- B. Skill:** Computer/time management skills
- C. Physical:** Ability to walk, lift boxes up to 20 lbs.
- D. Academic:** Must meet the college guidelines

V. Desirable Qualifications:

- A. Self-initiated
- B. Creativity
- C. Sense of compassion for others

VI. Narrative Summary:

This student will assist the Berea FRYSC in programming and on working with families in the Berea Community School. The student will be based in the Berea FRYSC office and help in creating and implementing programs for elementary, middle and high school students. The student will also help in implementing parenting classes for parents all ages. In addition to programming, the student will assist in maintaining the Clothing Closet at the Center, answer the phone. Student will also be exposed to various stages of grant writing and grant seeking.