



Position Title: Girls First Afterschool Program Assistant

Position Type/Job Category: Part-Time/Education

Pay: \$20/hr

Hours: Monday-Thursday (2:30-6:30pm)

Start Date: Monday, September 29, 2025

End Date: Wednesday, May 27, 2026

Program Location: 1208 Green Street, Norristown, PA, 19401

Looking for enthusiastic, motivated, compassionate, and reliable individuals with a passion for working with youth! As a program assistant, you will have the opportunity to build positive relationships with young girls in grades 1st through 4th. You will also play a pivotal role in fulfilling the Girls First Mission, which is "to build character, instill a positive sense of self, and provide tangible life skills through a creative curriculum of art exploration, academic reinforcement, and emotional learning."

Responsibilities and Abilities include (but are not limited to):

- Promoting a safe, fun, and engaging environment for all students
- Commitment to maintaining the physical/mental/emotional safety, well-being, and attention of all students
- Attend required training and orientation.
- Assisting with the implementation of developmentally appropriate lesson plans
- Providing support to students with homework tasks and program activities
- Responding compassionately and effectively to varying student concerns and behavioral reactions

- Assisting with program mealtime preparation, set up, and clean up
- Providing basic care and caregiving activities when necessary
- Supervising students to ensure the program's safety, continuity, and quality.
- Commitment to ensuring an inclusive environment where all members of the Girls First community are treated with dignity and respect

Requirements & Qualifications:

- Minimum age Requirement: 18 years old
- Previous experience working or volunteering with youth
- Ability to travel to program site and perform required duties with consistency
- Possess interpersonal skills with the ability to interact with diverse groups of students, parents, and staff
- Ability to practice patience & flexibility
- Clear & prompt communication abilities
- Understand the importance of being responsible, reliable, and punctual
 - Ability to work collaboratively in a team and group environment
- Attend required orientation

MANDATORY BACKGROUND CHECKS (To be completed as soon as possible upon hire):

- **Pennsylvania State Police Criminal Background Check Clearance (Act 34)**
- **Pennsylvania Child Abuse History Clearance (Act 151)**
- **Federal Bureau of Investigation Record Check Clearance (Act 114)**