

JOVEN, INC.

POSITION ANNOUNCEMENT

AFTER SCHOOL KIDFIT AIDE

SUMMARY

Responsible for daily activities and duties of JOVEN's Creating the Vision program. Provide quality programming to children served at JOVEN.

DUTIES AND RESPONSABILITIES

Aide will interact with co-workers, parents, and children enrolled in program. This person will be responsible for the transportation of the children from school to the center. Works in a team setting, individually, have flexibility and organization skills. Help maintain specified program areas. Assist with snacks and refreshments when needed. This position may require transporting children from school to site.

EDUCATION

High School Diploma/GED

EXPERIENCE

- Experience in working with children.
- Strong communication skills-verbal and written.
- Excellent organizational skills with the ability to maintain composure and handle pressure.
- Bilingual (Spanish) preferred.
- Experience with nonprofit organizations preferred but not required
- Valid Texas Drivers License

COMPENSATION

- Non-Exempt \$9.00 – \$13.00 hour.
- Monday-Friday 2:30 p.m.-6:00 p.m. (only when school is in session)
- This position is not eligible for paid benefits.

HOW TO APPLY

In person: Monday-Friday, 8:30 am-12:00 pm and 1:30–5:00 pm.

Online: Submit resume to jobs@jovensatx.org

*****Equal Opportunity Employer*****