Job Title: KUDOS Program Aide (Redwood, Dana Gray, Fort Bragg Middle School)

Job Summary: The KUDOS Program Aide supports after-school academic and enrichment activities, working with Instructors and other team members to create a safe, engaging, and inclusive environment for school-age children. This role assists with program operations, including supervising snack time, preparing materials, and maintaining clean, organized spaces. Program Aides help promote positive behavior, ensure student safety, and model Flockworks' values in daily interactions. They provide flexible support to ensure smooth program operations and an enriching experience for all participants.

Responsibilities & Duties:

- Learning & Student Support
  - Assist in delivering academic and enrichment activities for school-age children in after-school settings.
  - Work with Instructors, Apprentice Aides, and team members to create a positive, engaging learning environment.
  - Incorporate hands-on, creative learning experiences that reflect Flockworks' mission of fostering curiosity, inclusion, and community connection.
  - Oversee the health and safety of children during program activities, including supervising snack time and assisting with clean-up.
  - Monitor student behavior, address issues as needed, and report accidents or unusual incidents to supervisors.
- Operations & Program Support
  - Assist with daily site operations, including classroom clean-up, organizing supplies, and supporting end-of-day closing duties.
  - Fill in and support other roles or activities as directed by the Site Coordinator, Site Lead or Program Director to ensure smooth program operations.
  - Understand and apply KUDOS program guidelines, California Quality Program point-of-service standards, and Positive Behavioral Interventions & Supports (PBIS) agreements.
- Team Collaboration & Community Engagement
  - Participate in team meetings and professional development opportunities as available.
  - Act as a positive representative of Flockworks, helping to communicate the organization's mission through daily interactions with students, families, and school staff.

Qualifications, Skills, Certifications & Requirements:

- Qualifications:
  - Must be at least 15 years of age and able to obtain a work permit.
  - Experience working with children is preferred but not required.
  - Bilingual (English/Spanish) a plus.
- Skills:
  - Enjoys working with children and supporting their learning and creativity.
  - Positive attitude, reliability, and willingness to work as part of a team.
  - Ability to follow directions and assist with classroom and program tasks.
  - Clear communication with supervisors, team members, and students.
  - Flexibility to step into different support roles as needed.
  - Basic organizational skills to assist with materials, clean-up, and program set-up.
  - Commitment to fostering an inclusive and welcoming environment that reflects Flockworks' mission and vision.
  - Basic proficiency with modern workplace technology, including Google Workspace (Docs, Sheets, Drive, etc.), Slack for team communication, and organization-specific platforms such as Rippling
- Certifications & Requirements:
  - If a high school student, must obtain a work permit from the school.
  - Fingerprinting and background clearance required per California state regulations.

- TB test clearance and Bloodborne Pathogen training required prior to working with students.

Reporting Structure:
- This position reports directly to the KUDOS Program Site Coordinator.

Work Location & Type of Job: This position works at the KUDOS program site located on one of three school campuses. Work hours are typically weekday afternoons during the school year, with occasional additional hours for special events or staff meetings.

Work Environment and Physical Requirements: This position operates in a school campus setting. The role requires being physically active throughout the shift, including standing and walking for extended periods, supervising and engaging with children during activities, and assisting with playground supervision. Must be able to bend, reach, and lift light materials or supplies as needed for activity setup and clean-up. The ability to respond quickly to ensure student safety in both indoor and outdoor settings is essential. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

Flockworks is an equal opportunity employer. We are committed to creating an inclusive environment for all employees and applicants. All qualified individuals will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, disability, veteran status, or any other characteristic protected by applicable law.

Position Structure & Benefits Eligibility: This position is designed as a part-time role; however, employees may hold multiple part-time positions within the organization to create a combined full-time schedule. When combined responsibilities meet or exceed the organization's full-time hourly threshold, the employee becomes eligible for full-time benefits.

Salary & Benefits:
- 17-20 hours/week, non-exempt
- $16.90-$19/hour
- Robust PTO: 1 hour for every 10 hours worked
- 4% 401(k) match
- 9 paid holidays
- Opportunities for growth