

May 2024

Job Description: ASSETs Enrichment/Academic Aide
FLSA: NON-EXEMPT
PART-TIME



Job Summary: This is an hourly position under the supervision of the ASSETs Program Coordinator. The Aide will support academic and enrichment activities with high school students.

Duties/Responsibilities will include but not be limited to the following:

Learning & Enrichment

- In after-school settings, engage high school students in academic tutoring or enrichment activities (like weight room, cooking, arts & crafts).
- Assist in overseeing the health and safety of the students. Report accidents or unusual incidents to a supervisor.
- Complete closing duties, including clean-up of classrooms or other associated areas.
- Know and follow the guidelines of the program and work with other team members as appropriate

Communications and Reporting

- Regular communication with the Program Director and attend staff meetings as required.
- Be a positive community advocate of Flockworks.
- Other duties as assigned by the ASSETs Program Coordinator.

QUALIFICATIONS & Requirements

Must be at least 16 years of age and have a valid work permit from your school. Academic aides require a recommendation from the Fort Bragg High School math department

Certifications and Requirements: Upon employment include bloodborne pathogen training, TB test, and Fingerprinting. Arranged with Employer and FBUSD. TB test and fingerprinting are not required for those under age 18.

Physical Demand: Work in school and community settings with high school-age students. The physical condition includes bending, stooping, kneeling, and lifting a moderate amount of weight. Mobility to work in a school setting and use essential office equipment.

Management reserves the right to add, modify, change, or rescind the work assignments and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

ABOUT US: Flockworks, a local non-profit on the Mendocino Coast since 2006, works to strengthen and connect our community through creative arts. We add value to our community through the strengths and success of our employees as we work together to provide quality programs. We aim to create opportunities for our employees to grow, learn and evolve. At Flockworks, our values drive everything we do:

- We are mission-driven and aim to do the most with the resources available.
- We work from an outlook of “Abundance, Creativity & Inclusiveness” to shape efforts within our team and in our service to others in the community.
- We believe continuous learning is vital and strive to support our teams and individuals in finding opportunities to keep learning and evolving.
- We see leadership and teamwork as vital to success. We create opportunities for everyone to develop leadership skills and teamwork. This involves our board, staff, and volunteers.
- We know that collaboration with others helps support the vitality of our community. This includes how we work with funders & donors, other community organizations, civic groups, businesses, schools, and government entities. Everyone helps foster this sense of community commitment.

Together, we accomplish our mission and better serve our community. We value all our employees and strive to support those who make the programs and initiatives successful. *Together, we are Flockworks*, building community through creative and artful engagement.

I understand and agree to perform the duties described in the job description for the ASSETs Enrichment/Academic Aide.

Signature of employee

Date