



Job Description: Kudos Program Aide
FLSA: NON-EXEMPT
PART-TIME SEASONAL

Job Summary: This Kudos Program Aide is an hourly employee under the supervision of the Kudos Site Coordinator and Kudos Program Instructor. The primary responsibility is to provide assistance in the supervision and instruction of the Kudos Expanded Learning Program. This role includes on-the-job training and planned study under the supervision of the Kudos Program Director.

Kudos Creative Learning Program supports students in three main areas: 1) Social/emotional development in conjunction with strengthening peer-to-peer and adult-to-student relationships is the front-line staff's highest priority. 2) Academic support is directed mainly toward literacy support, writing, and math, and 3) Hands-on enrichment activities that expand a student's horizon through hands-on learning through the arts, science, and physical activity.

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

Instruction & Creative Learning

- Assisting in the instruction of school-age children in both academic and enrichment curricula in after-school settings.
- Work with Apprentice Aides, Apprentice Instructors and other team members as appropriate
- Oversee the health and safety of the children.
- Supervise snack time; clean up after snack time.
- Report accidents or unusual incidents to a supervisor.
- Assist with closing duties, including clean-up of classrooms or other associated areas.

Leadership & Planning

- Understand and work with the KUDOS program guidelines, California Quality Program point-of-service standards and PBIS agreements, and Behavioral Tiers. Be a role model in using these and other tools in working with children and other staff.
- Attending staff meetings and educational workshops is encouraged but optional. Attend other leadership and professional development opportunities.
- Be a positive community advocate of Flockworks and participate in activities and planning as required
- Other duties as assigned by the Site Coordinator and Program Director.

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

QUALIFICATIONS & Requirements Must be at least 15 years of age and able to obtain a work permit from your school. Desire to work with children and learn about child development and mentoring of youth in the field of expanded learning. Experience in the child-care field or volunteer supervision of children/youth is a plus. Good standing in school.

Certifications and Requirements High School students must obtain a work permit from the school at which they attend.

PHYSICAL DEMANDS: Work in both indoor and outdoor settings with children from kindergarten-aged through middle school, depending on the site. Fast-paced environment, requiring energetic, enthusiastic, and well-organized employees. Physical conditioning includes the ability to bend, stoop, kneel, and lift a moderate amount of weight. Must possess mobility to work in a standard office setting

and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a keyboard or calculator and to operate standard office equipment.

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 is vital to the larger success of our community. This includes how we work with funders & donors, other community organizations, civic groups, businesses, schools, and government entities. Everyone is part of fostering this shared 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 have read, understand and agree to perform the duties described in the job description for the Kudos Creative Learning Program Aide.

Signature of employee

Date