

**eliminating racism**  
**empowering women**  
**ywca**

YWCA Elmira & the Twin Tiers  
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**JOB TITLE: Program Site Assistant** - ARCADE (Advancing Relationships, Character, and Aspirations Drives Excellence) Program. ***This is a max 12 hours a week for 25 weeks position based on a schedule from the Elmira City School District.***

**Program Description:** The ARCADE Program provides academic support and enrichment opportunities after school for students in grades 3-6 in the Elmira City School District. The YWCA support's programs at Coburn, Broadway, Hendy, and Beecher Elementary. The ARCADE Program is grant funded for 25 weeks during the academic year and will provide students daily with adventure-based learning opportunities, academic support, enrichment programs, and recreation. The position is for Monday, Tuesday, Thursday, and Friday – 3 hours/day with program hours being Monday, Tuesday, Thursday, and Friday from 2:25 pm-5:25 pm. Rate of pay is \$16/hour.

**Primary Function:** To utilize one's talents/interest to support programs for youth in grades 3-6 participating in the ARCADE Program.

**Qualifications:** Ability to understand, interact with, and be a positive role model for youth in the ARCADE Program. Able to function on a team. Experience with youth is desirable.

**Accountable to:** ARCADE Site Coordinator, YWCA Youth Services Director, and ECS D Program Director

**Responsibilities:**

1. Assist with planning and supporting activities of interest to the youth participating in the ARCADE Program.
2. Assist with group supervision during ARCADE Program Activities.
3. Assist the Site Coordinator in developing the weekly schedule.
4. Maintain a cooperative method of communication with the Site Coordinator.
5. Assist with recordkeeping and submit the required paperwork as required by the grant.
6. Perform other duties as requested by the Site Coordinator.