



Assistant to the Program Director

Hoops and Homework is a neighborhood-based licensed after-school and summer program with two centers, both located in the lowest income area of Framingham. We provide educational support, enrichment, recreation, and food to neighborhood children, ages 5 through 14.

We are looking for an Assistant to the Program Director. This is a year-round part-time position. (15-20 hours a week, \$20/hour)

The responsibilities of the Assistant to the Program Director include:

- Assist with daily operations as designated by the Program Director
- Responsible for monitoring and maintaining an inventory of equipment and supplies and maintaining appropriate records
- Create and update student database as needed
- Help monitor requirements and documentation for vouchers program
- Help monitor student files including registration, permission slips, immunization and emergency contact info
- Help translate EEC state regulations into daily practice. Help prepare documents for EEC licensing renewal

- Help ensure staff coverage at centers
- Respond to specific maintenance concerns
- May substitute as needed for staff.
- Attend meetings as designated by PD

Requirements:

- BA degree and/or experience in comparable setting: after school programs, education, human services
- Ability to travel between sites as well as to other places in Framingham
- Computer experience with Google docs and Microsoft Office
- Excellent communication skills
- Flexible schedule, with some afternoon availability (3-6 during the school year, 1-6 during vacation weeks, early release days, and summer) a necessity

For further information and to apply for the job, please send your resume to robinkynoch@gmail.com