



Do you want to help create opportunities instead of obstacles for our children? Arizona has a literacy crisis that YOU can help solve.

Read Better Be Better's (RBBB) after-school reading comprehension program is offering High School students the unique opportunity and training to impact our education system by making a direct contribution to schools.

As a RBBB Program Assistant, you will work with students from kindergarten to 8th grade in a school or community-based organization. Program Assistants support Program Coaches and Site Leads by training student volunteers, ranging from 4th-8th grade, to implement a simple, but highly structured after-school program for the younger students. The older students work one-on-one with the younger students, modeling and fostering active engagement with a variety of texts. The program also includes constructive play activities purposefully chosen for their ability to focus attention and improve concentration.

We are currently seeking Program Assistants for various schools and community-based organizations in Maricopa County. As a Program Assistant, you will be responsible for supporting the delivery of the Read Better Be Better after-school literacy program to student leaders and readers. You will work a **minimum of 4 hours per week for a total of 10 weeks at a designated site.** You will receive up to 10 hours of comprehensive training throughout the semester.

RBBB Semester: Two afternoons a week (program days may vary) for two hours each day (sometimes between 2pm-6pm), as well as a monthly all-staff meeting/professional development training as your schedule allows.





PROGRAM ASSISTANT JOB DESCRIPTION

MISSION: Read Better Be Better's mission is to connect young readers and youth leaders to inspire a love of literacy and learning.

VISION: A Society in which all children master the foundational skills necessary to become independent learners.

Be Excellent. Be Kind.

Title: Program Assistant

Reports To: Pathways Program Coordinator and Pathways Program Director

Work Hours: 4-8 hours per week for one semester

Program Duration: Internship positions are meant to be short-term and based around academic semesters and last for 3-4 months. Participants can return for future semesters.

Location: RBBB Partner Schools or Community-Based Organizations

Pay: This internship is paid (\$15/hour).

SUMMARY

The Program Assistant is responsible for helping deliver the Read Better Be Better after school literacy program to readers ranging from kindergarten to 3rd grade and leaders from 4th grade to 8th grade.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES

- Attend RBBB Orientation and Program Assistant Training(s) prior to being placed at a program site.
- Assist with the set up RBBB program materials are prepared and ready for student arrival time.
- Greets students and participates in student activities
- Encourage and model student participation to enhance student experience.
- Help wrap up each program session and assist in dismissing students.
- Assist Program Coach with clean-up - carefully store all program materials for the next use.
- Effectively communicate program successes and challenges to Program Coach or Site Lead and Pathways Program Coordinator.
- Fill in for absent Leaders as necessary.
- Acts as a positive role model for both student Readers and student Leaders in the program.





Reasonable accommodations may be made to enable individuals with diverse abilities to perform the essential functions of the job.





REQUIRED SKILLS & ATTRIBUTES

- Ability to conduct yourself in accordance with the Read Better Be Better mission, vision and values.
- Ability to communicate clearly and effectively with students.
- Passionate about helping others; showcase a willingness to learn.
- Commitment to attending all program sessions.
- Role model to younger students.

REQUIRED

- 15-18 years old
- Reliable transportation to and from program site, weekly meetings, and professional development opportunities.

PREFERRED

- Experience working with children in any capacity.
- Basic computer/technology skills including email and applications used for communication.
- Enrollment in a relevant High School course (i.e., teaching, educational studies, youth & early childhood development, etc.)

