Learning and Exploring at Play (LEAP) – Program Assistant

Position Description

This student employment position is offered through the Center for Community Engagement (CCE), which is part of the office of the Dean of Students in the undergraduate College at the University of Rochester. The mission of the CCE is to foster collaborative leadership among students, faculty, staff and community partners to discover transformative solutions and create equitable social change in the Rochester community and beyond. The LEAP Program Assistant will report to the Community Graduate Assistant and the Assistant Director.

LEAP engages undergraduate students in helping kindergarten through fourth grade students develop the language, literacy, math and social skills necessary to succeed in school. Tutors are paired individually with a partner child for the duration of the academic year, and spend time each Saturday working with their partner to develop these skills. While participating in LEAP, tutors are encouraged to develop teaching and leadership skills, new perspectives on education, awareness and interest in the Rochester community, and additional insight into their own paths and values. Tutors complete extensive training throughout the year to help facilitate these goals.

LEAP is committed to supporting student leadership. A vital component of the program is the LEAP Leadership Team, comprised of Team Leaders and a Program Assistant. These students meet regularly with program staff to plan and coordinate LEAP. The Program Assistant is a key role in supporting the LEAP program to run smoothly via coordinating CAT time, supplies, assisting with developing and planning staff trainings, and supporting LEAP teams.

Total weekly time commitment: ~10-12 hours a week

Compensation: $15.20/hour

Essential Duties, Tasks and Responsibilities:

- **Teaching Assistant:** The Program Assistant will serve as the TA for CAS 112 in the fall semester and provide make-up sessions for tutors that may miss a class. (1-2 hours a week)
- **Saturday Session Time:** The Program Assistant will assist program staff on Saturdays from 8:30AM-1PM in LeChase Hall throughout the academic year (no sessions during UR and RCSD holidays/breaks), including a leadership meeting following sessions (finished about 3pm). This role will be assigned to work on different teams so as to develop relationships with the children, tutors and team leaders. (7 hours a week)
- **LEAP Saturday Leadership:** a) **Bus Supervision:** The Program Assistant will supervise partner children while they ride the bus to and from campus for Saturday Session.; b) **Attendance:** The Program Assistant will track attendance for partner children, team leaders, and tutors; c) **Leadership Team Meetings:** The Program Assistant will attend
weekly, one-hour meetings with team leaders and the graduate assistant. They are also required to meet monthly about program logistics with the graduate assistant and program manager. (all items are included in the time allotments for Saturday Session above)

- **Coordinate Classroom/Community Assistance Time (CAT):** The Program Assistant will contact Rochester City Schools and community organizations to arrange Community/Classroom Assistance Time (CAT). (1-2 hours a week)
- **Training:** The Program Assistant must attend initial trainings as well as additional training throughout the academic year. They will also play a role in developing and/or facilitating these staff training. (about 2-3 hours a month)

**Required Qualifications:**

- At least 1 year of demonstrated experience with project management or event coordination
- Prior leadership experience
- Strong communication skills – verbal and written
- Conduct oneself in a professional manner
- Excellent interpersonal skills
- Commitment to employment for the entire academic year (Fall and Spring semester)
- Driver’s License that is legal in New York State (you must either have your own personal vehicle or register to drive a campus van)

Please be aware that all roles participating in LEAP must complete background checks upon being hired. This process must be repeated every 3 years regardless of whether you have submitted a background check in the past.