

POSITION DESCRIPTION

Mission: The Mission of Project Pneuma is to Breathe New Life holistically into the young men we serve by challenging them intellectually, strengthening them physically, nurturing them emotionally and uplifting them spiritually.

PROGRAM ASSOCIATE

DIVISION: PROGRAMS

REV: 08/31/21

PART-TIME, EXEMPT

MAJOR RESPONSIBILITY: The Program Associate will be responsible for performing daily activities that support Project Pneuma's programming as directed by the Program Director and/or individual Site Coordinators. The Program Associate is responsible for communication with the parents and families of Project Pneuma adolescents.

REPORTS TO: Program Manager

ESSENTIAL FUNCTIONS:

- Using the curriculum and lesson plans provided to instruct, engage, and interact with students
- Assisting students with homework assignments and other academic related activities
- Establishing and maintaining positive relationships with students
- Assisting with data collection to document students' needs and/or growth
- Providing students with proper conflict resolution techniques as needed
- Working effectively as part of a team to help students mature socially and emotionally
- Assisting vendors to ensure that students are actively engaged in programmatic activities
- Leading exercises with students and volunteers
- Communicating effectively with the families of students enrolled in the program
- Attending regularly scheduled meetings to support and enhance the overall mission and vision of Project Pneuma

QUALIFICATIONS:

Availability

- Part time, Monday through Thursday 3:30p-7:30p (up to 25 hours per week)
- Occasional work on weekends

Requirements

- Good verbal and written communication skills and proficiency in computer systems
- Familiarity with OSHA safety regulations
- Highly developed people skills needed to organize and work effectively as a team member
- Knowledge of partner agencies and their role
- Positive people skills and ability to organize and motivate and professionals
- Excellent time-management skills and ability to carry out multiple tasks simultaneously
- Ability to analyze problems, synthesize information and develop solutions which support Project Pneuma's mission
- Must be able to utilize data as a tool to make strategic and timely decisions regarding program effectiveness and impact
- Able to conduct activities in accordance with guidelines

Preferences

- Bachelor's degree (or relative work experience) and a minimum of 2 years of experience in volunteer management
- Knowledge of Social Emotional Learning, Trauma-Informed Care, and Adverse Childhood Experiences (ACEs)
- Have a valid driver's license and reliable transportation