



## Job Description

**Position Title:** Community Wrap Around Assistant

**Reports to:** Community Wrap Around Director

### Job Summary

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Under the supervision of the Community Wraparound Site Coordinator, the Community Wrap Around Assistant will support Anton Grdina School and George Washington Carver STEM School administrators in implementing support programming for students and their families.

### Essential Functions

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Under the direction of the Community Wraparound Director, the Community Wrap Around Assistant will support initiatives at Anton Grdina School and George Washington Carver STEM School related to attendance, behavior and core competencies. This includes but is not limited to activities that help to achieve school goals such as:

- Attendance monitoring and tracking.
- Positive based incentive programs.
- Family and Community Engagement activities.
- School uniform support.
- Basic need provision (produce markets, food giveaways, winter coat distribution etc.)
- Supporting school activities (assemblies, conferences, picture day etc.)
- Monitoring scholars during before and after school programs.

### Skills and Experience

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- Must possess strong organizational skills, and be innovative, energetic and focused.
- Must be able to engage youth and families in a firm and nurturing manner.
- Experience working with youth ages 4-13 ideal.
- Must complete a background check, no felonies allowed.
- Must be able to lift 10lbs and walk and stand for an extended period of time.

### Compensation

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\$15.00 per hour 30-40 hours per week, contractor

### How to Apply

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Submit resume and cover letter to [tallen@bbcdevelopment.org](mailto:tallen@bbcdevelopment.org)

