POSITION: Dragon Empowerment Center Summer Outreach Assistant

RESPONSIBLE TO: Director of Youth Services

EMPLOYMENT STATUS: Temporary Part Time

PRIMARY WORK SITE: Community Action Administrative Building

GENERAL RESPONSIBILITIES: To support the district-wide community learning center initiative – assist the Director of Youth Services with programs that further the efficient use of community resources to create positive impact and improve the coordination, integration, accessibility, and effectiveness of services for children and families.

SPECIFIC DUTIES AND RESPONSIBILITIES:

* Assist with implementation and coordination of programming for students, families and the community
* Assist the Director of Youth Services with communication flow with students, families, staff, and community as directed.
* Assist in tracking partner and community resource activity in the Community Learning Center.
* Assist in maintaining DEC spaces and resources at all sites in an organized and orderly fashion.
* Perform other duties as specifically related to the mission of the Community Learning Center, Youth Services programs, and ACCAA, as assigned by the Director of Youth Services.

PARTNERSHIPS AND SERVICES:

* Assist with communication and relationship building with community partners, key stakeholders, and volunteers including participation in community groups and/or committees.
* Attend and assist at events and activities designed to strengthen the partnerships and services for the Community Learning Center, the Ashtabula County Community Action Agency and the Ashtabula Area City School District.

SKILLS AND QUALIFICATIONS:

* This position requires excellent networking, communication, and interpersonal skills. Experience with community outreach and youth development is desired. Good organization/planning, team building verbal and written communication skills necessary.
* Understanding and knowledge of public schools is helpful. Experience assisting individuals and families of low- and moderate-income households, and working with programs designed to end or alleviate poverty, promote economic stability, enhance the community, and improve quality of life. Ability to assess needs and identify appropriate resources, referrals and options, provide support to empower the customer to attain self-sufficiency goals.
* Bachelors degree and related training is preferred. Experience in coordinating program activities in a school or institutional setting is desired.
* Confidentiality in all aspects of program operation must be maintained.
* May occasionally be required to work evenings and holidays.
* Must have available and reliable transportation. Must be able to travel to locations. Valid driver’s license and automobile insurance required. Driving must meet Agency standards.
* Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment. Must comply with ACCAA Drug Free Workplace policy. Must comply with and meet all requirements of the Ashtabula Area City School District.
* All employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries, and near injuries to their supervisor.

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Signature Date

5/2025