



Program Assistant

“I Have a Dream”[®] Foundation-Oregon

“I Have a Dream”[®] Foundation-Oregon builds community and prepares at-risk youth for higher education, meaningful employment, and productive citizenship. We succeed by offering a 10-year, year-round program of tutoring, mentoring, and academic enrichment. Program Assistantships are available as term- or year-long at Forest Grove High School, Neil Armstrong Middle School (Forest Grove) and Woodlawn School in NE Portland.

Responsibilities:

- Work with team members to build an effective after school or summer enrichment program.
- Implement after school or summer program, enrichment activities, and clubs.
- Help create and facilitate service activities inside and out of the classroom.
- Work directly with students providing them mentorship and friendship.
- Create and implement at least one full Service-Learning Project with Dreamers per term.

Qualifications:

- Team player who can also work effectively on their own to accomplish tasks.
- Desire to work with a non-profit and youth.
- Dependable, consistent and a strong sense of commitment.
- Experience working with youth.

Time Commitment and Worksites:

- Program Assistants work at least 300 hours per term or during an entire school year.
- After school programs run from 2:30-4:30pm or 3-6pm Monday – Thursday
- Summer program hours vary.
- In-class opportunities can be arranged.
- Weekly hourly commitment can be tailored to your needs within a minimum of 5 hours a week.
- Located in Forest Grove or NE Portland.

Benefits:

- Position offers a wide range of activities to be involved in – You Choose!
- Experience developing curriculum and service learning projects for youth.
- Possibilities for implementing creative, interactive and eclectic ideas.
- Possibility to receive a \$1000 Education Award (AmeriCorps) for 300 hours of service within one year (about 3-6 hours a week)