

2024-2025 Graduate Assistant-Student Affairs

Position: Graduate Assistant, Community Children's Programs

Department: Community Service Learning

Appointment: 20 hr./wk at \$16.00/hr., Application review will begin July 8 with a potential start date of August 5, 2024.

Description: The Graduate Assistant(s), Community Children's Programs will report to the Associate Director of Community Service Learning (CSL) in all matters related to university children's programs operations and development. With support from the Director of Children's Programming, the GA will work with undergraduate student leaders to supervise weekly program administration of Jasper's Corner Homework Clubs, College High School and Mentoring Program (CHAMPS), and Big Buddies Mentoring Program.

**This position requires flexible working hours, which will include working evenings, weekends, and some holidays and an absolute desire to work with college students and children in both recreation and academic development.*

Specific Duties:

- Assist in coordinating and hosting the daily/weekly program on campus.
- Assist the Director of Children's Programs in supporting off-campus sites.
- Develop and lead student directors and mentor training for Jasper's Corner tutors, CHAMPS, and Big Buddies.
- Incorporate campus support, participation, and evaluation for all Children's programs.
- Oversee community waitlists, program administration both on and off campus.
- Supervise student staff and volunteers in organizing, planning, fundraising, and maintaining weekly programs.

- Participate in weekly meetings, the student director selection process, and weekly activities of the programs, including being on site during all program sessions.
- Serve as the main point of contact for parents and community members.
- Organize and maintain background checks for tutors and mentors.
- Order and track program and event supplies.
- Work across departments to organize internal marketing campaigns and manage social media accounts.
- Other duties as assigned.

To apply: Submit a CV to katie_machado@redlands.edu

Supervisor: Katie Machado, Director of Children's Programs and Associate Director of Community Service Learning