



Vacancy Announcement

Title: Program Aide (Part-Time) 18 Hours/Week	
Department: Youth Services	Status: Non-Exempt
Responsible To: Program Coordinator	Hourly Rate: \$15/hour (varies between 2:30 PM-6 PM)

Position Summary:

We are currently seeking an afterschool Program Aide for the Corning Advantage Program. The Program Aide develops rapport with youth, which fosters a safe, comfortable, and engaging environment. The Program Aide develops activities for the monthly calendar and ensures that assigned calendar activities are implemented to meet identified needs of youth. The Program Aide is responsible for implementing and/or collaborating with educational programming, such as art classes, science demonstrations, and health and safety programs. The Program Aide must be able to build positive relationships with school personnel, parents, and community partners. The Program Aide provides supervision to youth participating in the program. The Program Aide is responsible for daily documentation of attendance and activities. The successful candidate will identify and align with the agency’s mission and values (listed below) in order to improve the well-being of clients and our community.

Agency Culture for Youth Services Employees:

The Program Aide will receive daily support and regular supervision from the Program Coordinator. Training to provide direct care services and supervisory skill growth is provided. (ie. CPR/First Aid, Youth Mental Health First Aid/Mandated Reporting). Program Aides will also receive staff development to further their skillset and knowledge base. All staff must complete 30 hours of OCFS approved School Aged Child Care Trainings, 15 of those hours must be within the first 6 months of employment.

Family Service Society, Inc. understands the significant amount of energy staff members use to provide the best possible care and programming to at-risk youth in our community. Our agency’s culture is to be as flexible as possible to meet staff needs for self-care and training.

Agency Culture for Youth:

Family Service Society, Inc. seeks to maintain and build a supportive and collaborative environment throughout our programming and with community partners, as a youth-friendly environment is vital for youth to feel comfortable and safe.

Education and Experience Requirements:

Candidates should possess a high school diploma or equivalent plus experience working with youth and families. The successful candidate must be able to unconditionally serve youth and families who are diverse in their race, culture, religion, economic status, sexual orientation, gender identity, and abilities.

Employment Opportunity Policy:

Family Service Society, Inc. is committed to providing a nondiscriminatory employment environment for its employees. The policy of Family Service Society, Inc. is to fully comply with applicable federal, state, and local laws, rules, and regulations in the area of nondiscrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), sexual orientation, gender identity, gender national origin, disability, age, genetic information, gender expression, military, and veteran status is prohibited.

Employee Benefits:

Family Service Society, Inc offers benefit options to help you maintain overall health and well-being.:

- Employee Assistance Program
- New York State Sick Leave
- Staff Recognition Program
- Positions over 20 hours: Additional Paid Time Off

Contact Information:

Please complete the online application form and/or attach a cover letter and resume. Alternatively, candidates can email or mail a cover letter and resume to the contact person below. Applications will be accepted until the position is filled.

Family Service Society, Inc.

charlanowe@familyservicesociety.org

280 Princeton Ave Ext.

Corning, NY 14830

Our Mission Statement:

Family Service Society, Inc. provides professional counseling and community services that empower individuals and families to deal more effectively with their challenges, enhancing the quality of their lives.

Our Values: Empowerment, Integrity, Excellence, Respect, Compassion, and Transparency

