



## Program Assistant Job Description

**Location:** [Cristo Rey Philadelphia High School](#)      **Direct Supervisor:** Caryn Rivers  
**Employment Type:** Seasonal      **Hours:** 8:00am - 3:30pm (Mon-Fri)  
**City, State:** Philadelphia, PA      **Application Due By:** April 15, 2024  
**Start/End Date:**      **Starting Salary:** \$18/hourly  
Thursday, June 20 - Wednesday, July 31, 2024  
(excluding July 4th & July 5th)

## Organization Background

Cristo Rey Philadelphia High School is a college preparatory, Catholic school for students of all faiths located in North Philadelphia. Horizons at Cristo Rey Philadelphia is a public/private partnership **offering a year-round program, six weeks in the summertime and three days a week after school** that addresses the achievement and opportunity gaps of high-need children in North Philadelphia throughout their elementary and middle school careers.

The heart of the Horizons model is the exemplary six-week summer academic program that supports a cohort of students in reading, writing, math and science, paired with swimming lessons, field trips, sports and enrichment activities in the performing and visual arts.

The Horizons at Cristo Rey program launched in summer 2021 with one class of 15 rising 1<sup>st</sup> grade students and one class of 15 rising 2<sup>nd</sup> grade students. An additional cohort of rising first graders are added each year; this summer, a new group of 15 rising 1<sup>st</sup> grade students will bring the program's enrollment to 75 students, 1<sup>st</sup>- 5<sup>th</sup> grades. Each grade has a lead teacher, an assistant teacher, and is supported by program assistants and volunteers. Reading specialists and school counselors are also on staff to support the overall development of the students.

## Our Commitment to Equity, Diversity, Inclusion and Belonging

Horizons at Cristo Rey Philadelphia strives to create an inclusive, affirming, and welcoming environment that allows all team members to thrive.

As an organization whose central purpose is to mitigate inequities in education, Horizons is strongly committed to Equity, Diversity, Inclusion, and Belonging (EDIB) in all forms, and we strongly denounce racism, sexism, and discrimination of any kind. Focus on EDIB is central to Horizons National and our national Network, which actively engages in diverse and inclusive partnerships, representative councils, and working groups; provides robust professional development opportunities; evaluates internal and external communications with an asset-based lens; and facilitates conversations across different communities to ensure that all Horizons voices are heard and represented.

Because of a network-wide commitment to EDIB, the ideal candidate for this role must be comfortable engaging in discussions, be self-reflective, and be willing to challenge themselves and others to learn and grow continuously

## **Position Overview**

Horizons at Cristo Rey Philadelphia is seeking a dedicated and effective Program Assistant with a dynamic talent for creating and nurturing a lifelong love of learning in children. We are looking for a talented, passionate, caring professional to contribute to the fulfillment of the Horizons mission, and create a joyous, inclusive, inspiring and educational culture. The Program Assistant will support lead teachers and teaching assistants, the reading specialist, and guidance counselor and the Program Director/Manager. It is our hope that Horizons summer staff members will return to the program for more than one summer as we continue to work together, support our students, and build the program and the community.

### **Prior to summer program start:**

- ALL Horizons Cristo Rey staff **must complete state and federal clearances; attend safety training; and participate in Summer Program planning meetings and professional development sessions leading up to the start of the program.**

### **Responsibilities for the summer Program Assistant include:**

- Logging daily attendance and greeting parents upon arrival
- Ensuring and communicating any changes in schedule from director to staff
- Completing laundry duties prior to Tuesday and Thursday swim days
- Managing lunch room clean up expectations
- Assisting on field trips as extra support
- Preparing and setting up community incentives
- Join staff meetings and take minutes
- Support students in non- classroom related activities such as bathroom, gym and swim times, outside play, group incentivized meetings and projects.

**An ideal candidate possesses and demonstrates the following:**

- In addition to a strong commitment to Horizon’s mission, this position requires a balance of knowledge of best practices and practical experience with instructional proficiency.
- Embodies passion, enthusiasm, and energy for working with young children.
- Shows willingness, ability and desire to collaboratively be a member of a team.
- Proven ability to relate well to children and families from a variety of racial, cultural, religious, neurodiverse backgrounds.  
Commitment to a welcoming, inclusive learning environment for all students.
- Outstanding interpersonal, organizational, and communication skills, including relative comfort integrating technology for record-keeping and communication.

**Compensation Benefits:**

- The program assistant position will be paid a compensation of \$18/hourly.
- All staff will be paid on a bi-monthly basis, on the dates of the 15th and the 30th.
- Horizons Summer Program will be closed on the dates of July 4th and July 5th for the observance of Independence Day.
- Staff will also be given breakfast and lunch daily.

**How To Apply:**

If interested, candidates should submit a current résumé and letter of interest immediately to Caryn Rivers at [crivers@crphs.org](mailto:crivers@crphs.org).