

Dow College Opportunity Program Assistant (Part-Time: 15-20 hours per week)

- Program Description
 - The mission of the Dow College Opportunity Program is to help qualified students become prepared to achieve their post-secondary educational goals through mentoring, cultural exposure, community volunteerism, and the development of academic and social skills.
 - Through promoting continuing education, community involvement, academic development, and positive social interaction, students develop the skills necessary to successfully progress through their post-secondary educational goals.
 - Students develop resilience and integrity through:
 - Social networking
 - A variety of community volunteer opportunities
 - College and trade school visits and exploration
 - Academic development
 - Personal growth challenge activities
- Desired Qualifications
 - Education:
 - Degree in education or family studies related fields, or currently enrolled in such program
 - Experience:
 - facilitating activities for groups of teens
 - ability to lead by example
 - capable of establishing positive relationships with students and staff
 - ability to follow through and keep a commitment
 - must enjoy being with high school students and foster their academic, social, and emotional development through a variety of activities and enrichment events
- Job Duties to Include (but not limited to):
 - Supervising teens in groups and individually.
 - Prepare supplies and materials for meetings and events
 - Create and facilitate large group activities and
 - Assist Program Director in designing and implementation of activities to encourage students' intellectual and personal growth
 - Working with teens in a wide range of recreational and educational activities (i.e. tutoring, career exploration, college/trade/technical school exploration, etc.)
 - Driving WMFC vehicles: requires obtaining a Chauffeur's License
 - Helping students to learn appropriate social skills
 - Mediating conflicts presented by students

- Interacting with students in an effort to build self-esteem and form a comfort level with their peers
- Answer student questions, provide proper and appropriate examples, emotional support, a friendly attitude, and general guidance
- Assist in cooking and serving meals and snacks to the program participants and following the appropriate guidelines (i.e. washing hands, wearing gloves, etc.)
- Maintaining participant attendance per event
- Chaperone events, activities, field trips (including three 1 week long trips each summer)
- Notify supervisor of emergency and risky situations or behaviors in a timely manner and communicate with parents concerning their student
- Follow and implement WMFC health and safety policies. All health and safety information is covered in Orientations, Safety Days, and CPR/First Aid trainings
- Ensure that facilities are maintained and cleaned as required
- Attend CPR, First Aid, Staff Meetings and other trainings as requested
- Demonstrate behavior that is professional, ethical, and responsible
- Requirements:
 - Complete and return WMFC Application
 - Have a current TB test on file within 30 days of hire
 - DHS background check and iChat on file before hire date
 - First Aid and CPR certification within 30 days of hire
- Application Process
 - Return completed WMFC Job Application and resume to Mike Sobolewski at sobolewskim@wmfc.org (Subject: Dow COP Assistant Job Posting)