

**FAMILY SERVICE ASSOCIATION  
JOB DESCRIPTION**

**TITLE: PROGRAM ASSISTANT –FAMILY SUPPORT/CLIENT SERVICES**

**CLASSIFICATION:** Part Time, Non Exempt Temporary/ up to 25 hours per week/

**SUMMARY**

Under the supervision of the Program/Site Director, is responsible for phone coverage, planning children's and holiday programming, meal support, clerical, evening coverage.

**RESPONSIBILITIES**

**Program Support**

1. Provide reception and office support as needed
2. Plan Childrens' programming in collaboration with the Program Director
3. Provide clerical and data entry support
4. Provide meal/kitchen support when need
4. Provide good customer service to a unique population

**5. Other Duties as Assigned**

**EXPERIENCE/EDUCATION/SKILLS DESIRED**

1. High School Diploma/GED
2. Ability to work with a diverse population.
3. Ability to work in a stressful, fast paced environment with a good attitude
4. Ability to lift up to 50 pounds w no limitations
5. Warehouse experience desired but not mandatory
6. Ability to work a flexible schedule

**REQUIREMENTS**

- Fingerprint and drug screen clearance. Current negative TB test.
- Valid class C driver's license and proof of current vehicle insurance.
- **Access to daily transportation for job responsibilities.**

**\*Essential Job Functions**

Feb 2019