

JOB SUMMARY/PRIMARY FUNCTION:

Under the direct supervision of their respective Learning Hub Director, the Learning Hub Assistant will facilitate a safe and structured environment for those members taking part in virtual learning hub.

KEY ROLES: (*Essential Job Responsibilities*)

- Set up and sanitize learning hub space and equipment daily.
- Assist participants with entry and set-up within the learning hub.
- Work with the Hub Director to assist members with guidance on assignments as needed (this is limited to set-up and does not include class instruction).
- Assist Hub Director with behavior management, as needed.
- Track attendance.
- Assist all Hub Directors with delivery of enrichment activities, as scheduled.
- Assist Hub Directors with the delivery and clean-up of meals.
- Perform ongoing sanitizing and upkeep of hub space and common areas throughout the day.
- Oversee all learning hub activities in the absence of the Hub Director.
- Perform other duties as assigned by the Learning Hub Director and/or Director of Program Development.

SKILLS/REQUIREMENTS:

- Some college required.
- Two years of experience working with youth preferred.
- Must be highly motivated, possess strong interpersonal skills and be a collaborative team player