



# City of Winooski

Vermont's Opportunity City

27 West Allen Street  
Winooski, Vermont 05404  
802 655 6410  
[winooski.vt.gov](http://winooski.vt.gov)

## Job Description – Thrive Program Assistant

Human Resources Department

Winooski is proud to be an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. The city encourages persons with non-traditional skill sets and experiences to apply, even if candidates believe they do not meet 100% of the qualifications and hiring criteria described. All employment decisions are made without regard to race, color, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital status or any other status protected by the laws and regulations within our municipality.

**Description:** The Thrive Program Assistant will work collaboratively with other staff as part of The City of Winooski's state-licensed Thrive After School and Summer Program, which uses a mix of academic learning activities and recreational opportunities to provide school-age children (grades K – 5) in Winooski an enriching afterschool experience during out-of-school time throughout the year. Program Assistants will work collaboratively with the program Director and other staff to develop and implement age-appropriate activities.

**How to Apply:** Submit a City of Winooski employment application via [winooski.vt.gov/jobs](http://winooski.vt.gov/jobs).

### Position Information

- Pay rate: \$17.95/hr
- Funding Source: Service Fees 100%
- Classified, Part-Time, Seasonal/Temporary, Non-Exempt, Non-Union
- Sept 12 2022 – June 13 2023
- 2-4 weekdays per week, 2:30 PM – 5:30 PM/up to 20 hours per week
- Emergency requirements as defined by the school and program, no city-wide emergency response requirements.
- Reports to: Children and Families Program Manager
- Direct Reports: None
- Employment reference and background check required

### Minimum Job Skills, Knowledge, Skills, and Aptitudes, and Qualifications

- Must be at least 18 years old and have one year of work experience.
- Able to complete one course in child development approved by the Child Care Services Division of the State of Vermont (From: State of Vermont Children's Day Care Licensing Regulations For School Age Care) within one year of hire.
- Ability to work with children in a calm and effective manner and to execute the policies of a child care center.

## Major Responsibilities<sup>1</sup>

% of Effort <sup>2</sup>	Responsibility <sup>3</sup>
75%	Participants will be managed using strategies that are consistent with JFK Elementary School practices, and that maintain a positive, enriching, and fun environment for all youth participants. This will include assuring adherence to all applicable State licensing regulations.
10%	A curriculum of enriching activities that develops both academic and social skills will be developed, planned, and implemented by the staff team. This will include assuring adherence to all applicable State licensing regulations
5%	Accurate, detailed records will be maintained to help the program to track a variety of outcomes, including attendance, academic achievement, and participant satisfaction. This will include assuring adherence to all applicable State licensing regulations.
5%	Staff meetings and check-ins with Supervisor will be productive, constructive, and positive means by which to recommend program improvements, troubleshoot issues, and ensure professional development.

## Minor Responsibilities (5%)

- Minor Administrative tasks such as time sheets are completed in a timely and accurate manner.
- Participate in the continuous improvement of the City of Winooski by identifying concerns, and offering solutions.
- Provide a high level of customer service to both internal and external customers.
- Support the City's commitment to equity and cultural competency.
- Encourage and participate in professional development and training activities.
- Demonstrate commitment to the City Team by learning about other departments and working collaboratively in cross functional areas.
- Work in alignment with the City's Strategic Vision Plan, and maintain an active role in the team effort required to achieve those goals.

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<sup>1</sup> Major Responsibilities are the essential functions that the individual who holds the Position must be able to perform unaided or with the assistance of reasonable accommodation.

<sup>2</sup> Approximate amount of total effort, listed from largest to smallest.

<sup>3</sup> State the condition that appears when the responsibility is complete.



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## Physical and Mental Requirements

- ability to move distances within or between locations by walking or other self-propelled method up to one mile while managing a group of youth
- analysis/comprehension – moderate
- bending, kneeling, squatting
- carrying (up to 40 pounds)
- clear speech
- clerical
- contact with others via phone
- dexterity with hand and finger
- dirt/dust
- face-to-face contact
- hearing/listening
- judgment/decision making
- lifting (up to 40 pounds)
- math skills – moderate
- moving objects
- noise, moderate to loud
- outside
- pushing/pulling
- reading – moderate
- seeing
- sitting –short and long periods
- standing – short and long periods
- touching
- use of basic office equipment
- verbal contact w/others
- works with others
- writing – moderate