



## Housing Authority of the City of Columbia, Missouri

### Human Resources

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201 Switzler Street, Columbia MO 65203

Office: (573) 443-2556 ♦ Fax: (573) 443-0051 ♦ TTY: (800) 735-2966 ♦ [www.ColumbiaHA.com](http://www.ColumbiaHA.com)

### **Moving Ahead Program Assistant/Teacher**

**DEPARTMENT/DIVISION:** Moving Ahead Program, Resident Services Dept.

**REPORTS TO:** Program Coordinator, Director of Resident Services

**STARTING WAGES:** \$16.97 per hour

**AREA OF FOCUS:** This position primarily supports the daily operations of the Moving Ahead Program through custodial and sanitation responsibilities. The role is focused on maintaining clean, safe, and organized classroom and kitchen environments, including routine cleaning, disinfecting surfaces, managing supplies, and supporting health and safety standards. While aligned with the Assistant/Teacher role, the primary emphasis is on ensuring a well-maintained environment that promotes the well-being of children and staff.

**HOURS:** Part-time (approximately 20 hours per week) between the hours of 1:30 p.m.—6:30 p.m. Monday through Friday, when public school is in session, August through June, and between the hours of 8:30 a.m.—5:30 p.m. (up to 45 hours per week) Monday through Friday in July.

**SUMMARY OF POSITION:** Responsible for assisting with all components of Columbia Housing Authority's Moving Ahead Program (MAP.)

Using The Love and Logic and Strengthening Families models, MAP is a community-based program designed to support at-risk children, grades K-12. The principal goal of MAP is to improve the commitment to school (attendance, conduct, effort, and parental involvement) and academic performance of Columbia's "inner-city" youth. Staff provide:

- Education services
- Family services
- Mentoring
- After school activities
- Incentives/recognitions

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Help oversee tutoring and mentoring programs.
- Help implement lesson plans.
- Help maintain center's compliance with grant, licensing, and food program.
- Help maintain a clean and safe environment.
- Help oversee after school and summer activities, including but not limited to recreation, entertainment, self-esteem, cultural heritage, and social emotional skills, STEAM (science, technology, engineering, arts, and mathematics), reading, writing, history, and diversity.
- Act as a positive role model for children and youth in the program.
- Perform other duties as assigned.

**REQUIRED KNOWLEDGE AND SKILLS:**

- Some knowledge of at-risk youth programming.
- Leadership skills.
- Must be organized and dependable.
- Ability to express oneself effectively both orally and in writing.
- Ability to help maintain effective working relationships with superiors, associates, parents, teachers, principals, volunteers, police officers, juvenile officers, residents and guests, the general public, as well as the ability to work with persons who are disadvantaged, troubled and physically and/or mentally challenged.
- Ability to work with a diverse population.
- Ability to maintain calm and function effectively in a crisis.
- Good work history and attendance record.

**EDUCATION AND EXPERIENCE:**

- Required: High school diploma or equivalent or two years of experience working/volunteering with children/youth; or an equivalent combination of education and related work experience.

**SPECIAL REQUIREMENTS:**

- Must be bondable and insurable.
- Must be willing and able to work flexible hours, including nights and weekends.
- Must be able to obtain and maintain a checking or savings account for the purpose of direct deposit of payroll.
- Must be able to pass criminal background checks, register with MO State Family Care Safety Registry, complete fingerprinting, drug screening, TB test, and a fit-for-duty physical.

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Employee Signature

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Date