



Job title	<i>Community Outreach Assistant</i>
Reports to	<i>Community Outreach and Education Supervisor</i>
Fair Labor Standards Status	<i>Non-Exempt</i>

Job purpose

The Community Outreach Assistant will work with the Community Outreach Team in the execution of community outreach workshops associated with the Kohl's Building Blocks Program. This is an on-call position; hours will be scheduled on an as needed basis, with the majority of the hours falling during the academic year (September – May). This position is grant funded and is not benefits eligible.

Working relationships

Community professionals
Families
Volunteers
Agency Staff
General Public

Prime functions

Participation in the Kohl's Building Blocks (KBB) Outreach program:

- Develop understanding of the programs and services offered at Penfield Children's Center and the Kohl's Building Blocks program.
- Guide and implement workshop activities for children ages 4 through 12 years of age.
- Work with the Community Outreach and Education Supervisor on pre-workshop preparations.
- Set up and break down of workshop equipment.
- Track and inventory toolkits and supplies for outreach workshops.
- Assist with additional outreach-related activities, as needed.
- Complete other duties as assigned by the Community Outreach and Education Supervisor.

Qualifications

- Degree or completed coursework in child development, education or related field
- Experience working with children, youth programs, or equivalent
- Bi-lingual preferred, but not required
- Work effectively with a diverse population
- Strong public speaking and communication skills
- Self-starter and willing to take initiative; able to work independently with accountability
- Detail-oriented, efficient and ability to multi-task
- Ability to lift or move objects of 35 lbs. or less on a daily basis.
- Must have sufficient mobility to move- including bend, stoop, reach, lift and grasp.
- Meeting vaccine standards as outlined in Bloodborne Pathogens Exposure control plan
- Valid Wisconsin driver's license and access to an insured vehicle during working hours
- Ability to work evenings and weekends, as needed.

Performance criteria

- Community Engagement, Execute communication and outreach plan for awareness and position Penfield as a leader in the field.
- Organizational development , foster a culture of high performance, accountability and teamwork

Penfield Children's Center is an Equal Opportunity Employer.