



The Cooperage Project
1030 Main St.
Honesdale, PA 18431
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thecooperageproject.org

Wayne Highlands Pop-Up Club Program Assistant

- Hourly - \$16 an hour; 9-12 hours per week
- Location: Stoneworks Youth Center, behind The Cooperage (1030 Main Street, Honesdale)
- Required on-site: Tues, Wed, Thurs, approximately 2:30-5:30pm
- Program runs: September-June (during the school year; with exception of winter hiatus mid-December to mid-January)

Pop-Up Club program description

Pop-Up Club is a free after school program that brings hands-on learning opportunities for middle school students (ages 11-14) with an emphasis on STEAM subjects (Science, Technology, Engineering, Art, Mathematics), explored through real-world projects. Pop-Up Club focuses on a different topic and activity each club. Every day is something new to explore! We aim to provide diverse learning experiences by collaborating with as many local businesses, professionals, artists, makers, and entrepreneurs as possible. Each club session hosts 10-20 students who 'pop in' and out each week, as they choose.

Since the spring of 2017, Pop-Up Club connects students to their community to share knowledge, teach entrepreneurial skills, open their minds and eyes to potential work opportunities, and engage with one another in a safe atmosphere. There are established clubs in the Wayne Highlands, Wallenpaupack Area, and Western Wayne School Districts. To learn more about Pop-Up Club visit our [website](#).

Pop-Up Club is a program of The Cooperage Project, a 501(c)(3) organization dedicated to building community, located in Honesdale, PA.

Program Assistant job description

The Pop-Up Club program assistant is a key support person who helps the site coordinator bring it all together. Program assistants, of which there are generally two per site, help with set up, clean up, and facilitating the day's activities. They aim to attend all of the clubs, as the relationships they build with the students through their steady presence, responsibility, and warm attitude are a vital resource. Program assistants are fun, friendly, and professional, working to foster a positive group atmosphere while honoring individual differences. They enjoy getting hands-on with the activities and assisting students through positive modeling, help, and guiding student behavior, as needed. The program assistant is also a crucial support to the site coordinator, serving as a sounding board, fellow adult to discuss challenges and opportunities in the club, and extra set of helping hands.

Direct supervisor: Site coordinator

Duties and Responsibilities:

- Assist site coordinator in implementing the Pop-Up Club day-to-day activities
- Attend all Pop-Up Clubs in person, minus rare personal or sick days
- Serve as extra eyes throughout club, providing additional one-on-one assistance or emotional support to students as needed
 - Bring concerns to the site coordinator
- Help manage program resources (i.e., snacks, art supplies, program materials)
- Potentially help with prepping program materials for upcoming clubs
- Keep clearances up to date: PA child abuse, PA criminal record, and federal FBI database (fingerprinting). Supply a copy of each to the youth program manager.
- Complete mandated reporter training (online training, 3 hours)
- Maintain timesheet and submit monthly to site coordinator

Opportunities for growth

While Pop-Up Club runs in conjunction with the school year (September to June), there is potential for Pop-Up Club staff to be hired to other Cooperage Project programs, including other youth offerings during the school year and Coop Camps in the summer.

This job posting seeks someone who is collaborative, is emotionally intelligent and skilled at communication, takes initiative, loves adolescents, and is utterly reliable, with the possibility to increase responsibility and leadership at this or other Pop-Up Club locations. To that end, desired skills for applicants include:

- Proficient computer skills
- Clear and professional communicator, including in written form
- Positive relationships in the community with partners, including school staff and administrators, other non-profits such as libraries, and service agencies
- Organized with good time management
- Aware of personal strengths and limitations and has a willingness to both ask for and receive help from others and continue to develop oneself
- Ability and desire to work with a team
- Motivation to learn more about positive youth development and best practices in the field

To Apply:

Please send your resume, cover letter, and contact information (including relationship) for three references to Amanda Masters, amanda@thecooperageproject.org. If you already have any of the clearances to work with children listed above, please include those as well.

We wish to fill this position as quickly as possible and will accept applications until the position is filled.