Oasis – A Haven for Women & Children

Title: Teen Girls Program Assistant

Location: Paterson, NJ

Job Type: Part-Time

Compensation Type: Hourly - $12/hour

Start Date: ASAP

Job Description: The Oasis TEEN (Teen Empowerment and Enrichment Network) Program is an after-school program for teenage girls (13 – 18) held four days a week, from 3 pm – 6 pm, 12 hours a week. The purpose of the TEEN Program Assistant is to assist the TEEN Program Coordinator in implementing the program curriculum, which includes six main experience “pods”:

1. Academic goal-setting and achievement
2. College/career planning
3. Physical fitness/healthy living
4. Life skills
5. Arts
6. Community Service

Primary Responsibilities:

1. Assists the Program Coordinator in the recruitment of program participants through the community outreach, and development and distribution of flyers.
2. Assists in the development of academic goals for each individual participant; encourages and supports each participant in meeting goals.
3. Researches and develops partnerships with other local organizations with which the TEEN program can have a symbiotic relationship.
4. Assists the Program Coordinator in leading teen girls in daily activities including homework help, art projects, community service activities, cooking activities, field trips and occasional light exercise.
5. Provides assistance during occasional crises intervention for individual teens (truanty, bullying, academic failure, DYFS involvement, etc.)
Qualifications:
1. Pursuing a college degree in social work, psychology, education, or related field.
2. Commitment to the program needs and an interest in working with teenagers.
4. Significant experience and high comfort level working with urban teenagers from diverse backgrounds.
   Comfortable working in an urban environment.
5. Strong awareness and understanding of social issues affecting impoverished populations.
6. Energetic individual with a positive and empathetic attitude.
7. Bilingual English/Spanish a strong plus.
8. Strong organizational skills and excellent verbal, writing and communication skills.
9. Computer literacy, including knowledge of Microsoft Office applications, internet, and email communications.
10. Upon the offer of the position, the candidate must undergo background check, including fingerprinting and Child Abuse Record Information (CARI) investigation. The candidate must also submit a recent Mantoux (tuberculosis) test result.

Required of all employees:
1. Must be able to work legally in the United States.
2. Must have no record of child abuse/neglect.
3. Fingerprinting required (Oasis will direct new hire to proper agency for fingerprinting).
4. Must complete CARI form (Oasis will provide form and submit to proper agency).

Application Instructions: Email resume and cover letter to Jim Walsh at jimwalsh@oasisnj.org