TITLE: Children’s Activities Coordinator, Graduate Assistant
HOURS: 10 per week
DEPARTMENT: Dean of Students Office Cluster
PROGRAM: Student Parent Support Programs
SUPERVISOR: Sally Linowski, Associate Dean for Off Campus Life & Community Engagement

A. General Description
Under the general direction of the Associate Dean of Students, Off Campus Student Life and Community Engagement, the OFR Graduate Assistant performs a variety of functions and responsibilities related to delivery of services that support UMass Amherst undergraduate and graduate student parents. The Office of Family Resources is committed to increasing access to and awareness of programs that can enrich and empower families to succeed in their personal, professional and educational pursuits. Our department is dedicated to maintaining a welcoming and supportive environment that enhances the lives of the diverse mix of families who live, work, and study at UMass. Our physical space includes areas where individual parents can get respite, support, and small groups of parents can meet.

Office of Family Resources (OFR) programs currently include the Amherst Family Center (AFC), a parent education workshop series (Dinner On Us), an interactive cultural enrichment and a creative arts series for parents and children (Special Saturdays), and management of the Undergraduate Student Child Care Scholarship. In addition, OFR provides campus families with support including information and referral in the areas of: parenting, child development, community resources, and school or work/family issues.

B. Required Duties
1. Supervise children’s activities room and train undergraduate student employees to work in children’s activities room during Dinner on Us program, as well as other OFR programs and events. This includes checking children in and out of the room, assigning student workers to individual children, and creating activities in the room that are developmentally appropriate curriculum based upon observation and assessment of individual children and goals developed with parents.
2. In charge of maintaining a safe and healthy physical environment for the children’s activities
3. Serve as student parent panelist on interdepartmental collaborations; engage in outreach events to promote OFR and DOU programs.
4. Engage in positive, respectful, and professional interactions with departmental colleagues and clients. Maintain confidentiality of program participant information.
7. Required to work monthly evenings and weekends
8. Related duties as assigned.

C. Minimum requirements
• Graduate student enrolled in a degree program related to job duties and in good academic standing; preferred degrees include Child and Family Studies, Education, Psychology, and Sociology.
• Experience working with families of young children from diverse cultures and communities.
• Experience working with young children and ability to train and supervise undergraduate student employees.
• Strong time-management and organizational skills.
• Ability to work in an autonomous environment; must be highly motivated and willing and able to take initiative.
• Able to lift, move, and hold children and objects up to 40 pounds. Able to engage in full range of motion to lift, reach, squat, climb, sit, and otherwise fully participate in classroom activities. Able to supervise and interact with children outdoors for extended periods of varied weather conditions.
• Excellent verbal, written, and interpersonal communication skills.
• Able to work in an open area with varying levels of activity, background noise, and interruptions.
• **Duties involve some evening and weekend hours.**

**D. Supervision Received**
Reports directly to the Associate Dean of Students.

**Employment date and compensation**
• Dates of Appointment – From August 26th to May 25th (with possibility of renewal)
• 10hrs/week
• Stipend $25.23 per hour (or current GEO hourly rate)
• Standard Graduate Employee Organization (GEO) benefits.

**To apply, please send resume and cover letter to Maura Roberts, maura.roberts@umass.edu. Priority deadline July 6th.**