STUDENT PARENT PROGRAMS
STUDENT EMPLOYMENT
JOB DESCRIPTION, FALL 2018-SPRING 2019

Under the general direction of the Associate Dean of Students, Off Campus Student Life and Community Engagement, Student Parent Programs performs a variety of functions and responsibilities related to delivery of services that support UMass Amherst undergraduate and graduate student parents. Student Parent Programs 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.

Student Parent Programs currently includes the Amherst Family Center (AFC), a parent education workshops, interactive cultural enrichment and a creative arts series for parents and children (Family Fun Days), Care.com memberships for student and management of the Undergraduate Student Child Care Scholarship.

Amherst Family Center (AFC)

- Must be available for at least one shift per week: Monday - Friday from 8:45AM-12:30PM
- Assist Amherst Family Center professional staff in the promoting of activities that contribute to children's literacy and development. Activities take place in the AFC mixed age classroom and on-site professional staff provides supervision with expertise in designing age and developmentally appropriate activities for young children.
- Assist staff in set up and clean-up duties associated with the playroom and the program.
- AFC serves families with young children birth to 5 years through a variety of programs and services. Parents, grandparents and caregivers bring their children to the program to learn, play and socialize.
- The AFC is located off site approximately one mile north of the campus. Several PVTA busses bus stop across the street. You MUST have reliable transportation to work at the AFC.

Monday Evening Programming

- Must be available Monday evenings when school is in session, 4:30PM-8:00PM. No more than 2 evenings per semester may be missed, and any absences must be clearly and promptly communicated
- Assist in the promoting of activities that contribute to children's literacy and development. These activities take place in the designated pop up classroom area in the Student Union Building.
- Assist with set up and clean up duties associated with all aspects of the program.
- Approximately 20-30 young children participate in the program’s supervised children’s play area and the children are a mix of infants, toddlers and preschoolers.

Family Fun Days
• Events take place twice about two weekends a month on Saturdays, from 9:30am-12:30pm.
• Assist with monthly special events for young children birth to 5 years and their caregivers including designing arts and crafts programs and assisting families as they do the craft together, performances, Kid’s Festival, and other special events
• Assist with set up and clean up duties associated with all aspects of the program