STUDENT PARENT PROGRAMS
STUDENT EMPLOYMENT
JOB DESCRIPTION, FALL 2019- Spring 2020

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 parent education workshops, interactive cultural enrichment and a creative arts series for parents and children, and management of the Undergraduate Student Child Care Scholarship and the CCAMPIS Program.

Please submit applications to studentparent@umass.edu

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 areas around campus.
- Assist with set up and clean up duties associated with all aspects of the program.
- Approximately 10-20 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 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, and other special events
- Assist with set up and clean up duties associated with all aspects of the program

Qualifications

Must enjoy being with young children, have patience, a sense of humor, excellent communication and reading skills, and the ability to be directive if/when appropriate. Strong interest in community service, and an appreciation for diversity highly valued. Looking for individuals who can be consistently prompt, attentive and friendly.
Name: _____________________________    Today’s Date: _____/_____/______

Local Address: ___________________________  Cell Phone: (_____)_________________

Street       City       State       Zip

Permanent Address: ___________________________ Home

Street       City       State       Zip

Email Address: ___________________________  Student ID#: ______________________

Student Status: First year    Sophomore    Junior    Senior

Circle One: Work-Study/ Non Work-Study

Applicant must be available for one or more of the following. Please check all that you are interested in and available for:

☐ Student Parent Programming, Monday evenings, 4:30PM-8:00PM

☐ Family Fun Days, Twice monthly on Saturdays, 9:30am-Noon

Early Childhood or Child Development or Child Psychology courses that you have taken or are currently taking. (Include course title, professor, and semester taken.)

_____________________________________________________________________________________

_____________________________________________________________________________________

Work experience with young children (Include practicum and student teaching experience, if any)

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<tr>
<th>Job Title</th>
<th>Name of Program</th>
<th>Age of Children</th>
<th>Month/Year Started- Month/Year Ended</th>
<th>Hours per Week</th>
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Two References who know of your work with children or have supervised you in a work situation:

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<th>Name of Reference to month/year</th>
<th>Phone #</th>
<th>Email</th>
<th>The position you held</th>
<th>From month/year</th>
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1. Write a short “BIO” that can be used to introduce you to families if you are hired. Briefly describe your prior experience with young children, why you want to work with us, and how working here may contribute to your overall academic and personal goals.

2. Describe your abilities, skills, or interests, which could enrich our program for children (for example: experience in another culture; playing a musical instrument; woodworking skills; experience with dance or gymnastics; sculpture or ceramics; painting and drawing; singing; sewing or quilting; cooking with children; scientific interests such as entomology, zoology, ANYTHING! etc.)

3. Give an example for what you might say or do with two pre-school children who are:
   a. Fighting over a toy truck.
b. Refusing to wash their hands before lunch.

4. Describe a special time you spent with a child. What did you do?