

Transportation and Program Assistant

Pay: \$20.00 - \$21.00 per hour

Job description:

Who We Are:

We are a non-profit youth woodworking program teaching valuable vocational, entrepreneurial and life skills to disadvantaged youth and young adults. We offer a safe alternative to the streets and a positive, nurturing environment in which to learn. Our goal is that every student we serve will stay in school, stay out of trouble, and transition successfully into either the workforce or college. We serve 1,000+ young people annually (7-22 years old) through our core programs: 1) Introductory Woodworking outreach, 2) After-School Entrepreneurial Woodworking (with income earning opportunity), 3) Apprenticeship Program (paid positions providing on-the-job training designed to lead to full-time workforce employment, 4) Summer Jobs program (in partnership with Voyage and Step Up), and 5) Skilled Trades Program (intro training in Electrical, Plumbing, HVAC, & Construction Carpentry, with coaching and connections to local contractors). We offer "Foundations of Success" across our After-School and Skilled Trades Programs, including Academic Mentorship, field trips, and help planning for the future. We also offer Therapeutic Woodworking classes for moms and kids at the domestic violence shelters in New Hanover & surrounding counties.

Our Organizational Values:

Our programs are designed to complement each other as we aim to build long-lasting, meaningful, and positive relationships with the youth and young adults who we serve. In our After-School program, projects are self-directed, with active supervision and support, and students can sell the work they create while keeping the profits they earn. We are driven by a culture of compassion and support. We do everything in our power to ensure we are providing an inclusive, welcoming, and nurturing environment - a place where we meet our students "where they are" and take a strengths-based approach to serving their unique individual needs. We build a respectful atmosphere of creativity and collaboration where students feel their voice matters, their opinion matters, and they themselves matter. We take into consideration the spectrum of Adverse Childhood Experiences many of our students have unfortunately faced and we seek to provide encouragement, mentorship, emotional support, and rewarding opportunities to supplement the invaluable life and vocational skills they learn as a part of the woodworking they do in the shop. We seek to empower the youth and young people we serve, helping them

believe in themselves and their ability to succeed and working with them to plan for long-term success in life.

Job Description:

We are seeking a dedicated and reliable Program & Transportation Assistant to safely transport students from their schools to our program, and back home again. In addition, this person will support the smooth operation of our After-School Entrepreneurship Woodworking Program. The ideal candidate is passionate about working with children and young adults, organized, and committed to our mission of empowering youth through woodworking education.

What The Instructor Will Be Responsible For:

- Transporting teen participants in our after-school program safely in 15-passenger van
- Picking them up from school
- Dropping them home after our classes end
- Providing adult supervision and assistance for after-school program (4:00-6:00 pm and 3:00-5:00 pm June through August) and gift shop support during the same times listed above.
- On occasion provide transportation for field trips, outreach classes, and other activities as needed
- Overseeing and participating in shop clean-up with students and volunteers
- Maintaining a clean and safe environment for riders in our van
- Safely transporting students while obeying all traffic and driving related regulations / laws
- Ensuring security camera system in van is on and functioning 100% of the time the vehicle is in use
- Documenting all incidents and reporting them in a timely manner to Program & Direct Services Specialist
- Modeling for all students the positive and respectful spirit of success at Kids Making It
- Any other responsibilities as assigned

Work Schedule:

This position is Monday - Friday from 3:00-7:00 pm for a total of 20 hours per week.

Consistency is key as our students will depend on you to be there to pick them up from school and drop them home after the program. During summer months (June – August), the schedule will shift to take place earlier in the day, 2:00-6:00 pm.

Weekend work may be required on an as-needed basis. The schedule is subject to change depending on our program and student needs.

Minimum Requirements:

- View safety as the single most important priority
- Clean driving record
- Valid Driver's License
- Able to occasionally climb stairway leading to upstairs classroom and offices
- Strong organizational skills and attention to detail
- Empathetic and interested in understanding our students and their needs/interests/goals
- Someone who highly values equity
- A patient person who is encouraging, positive, and proactive
- Someone who will work hard to ensure students stay engaged
- A person who thrives as a team player and who enjoys being a part of a small and hard-working team
- Excellent interpersonal and communication skills
- Must enjoy working with a wide variety of people, with a diversity of backgrounds and life experiences
- Familiarity and willingness to travel throughout all areas of Wilmington, including public housing areas

Preferred:

- Prior experience working with and mentoring disadvantaged youth and/or disadvantaged young adults

Compensation & Benefits:

- \$21/hr
- Annual Paid Time Off (PTO) / Sick Time
- Health insurance
- Optional vision and dental plan (100% paid by employee)
- 6% health benefit supplement until 90 day probationary period ends
- Up to 3% match for employer-based SIMPLE IRA Retirement Account
- Life insurance policy
- Flexible schedule
- Opportunities for advancement

Job Type:

- Part time

Ability to Commute:

- Wilmington, NC 28401 (Required)

Work Location:

- In person