IRIS (Integrated Refugee & Immigrant Services, Inc., www.irisct.org), a dynamic refugee resettlement agency in New Haven CT, is looking for a **part time program assistant for the IRIS After School: Music, Arts, and Academics program.** IRIS helps people fleeing persecution in their home countries to start new lives and become self-sufficient contributing members of their communities. IRIS currently serves clients from countries such as Afghanistan, DR Congo, Eritrea, Iran, Iraq, Sudan and Syria.

**Time:** Mon, Weds, and Thurs or Mon-Fri, 3:15 - 5:15-5:30 (6-7 or 10-11 hours a week).

**Term:** Temporary (at least through June 19)

**Job Title:** IRIS After School Program Assistant

**Salary:** $13-17/hour, depending on experience

**Job Description and Essential Responsibilities**

The IRIS After School Program Assistant (IASPA) will always be on time for these critical two hours of the program, when between 20 and 25 students are generally in attendance. The IASPA will welcome students, take attendance, and respond to the various needs of the IAS co-program managers. They will help provide structure and child management, taking initiative to lead academic enrichment activities, suggest projects that facilitate creativity and learning, and ensure that children are safe and supported. Responsibilities may include monitoring the hallway area, making sure students are supervised in the classrooms, tutoring, making transitions run smoothly, and helping to manage outdoor activities. The IASPA will also help with cleanup at the end of the day, working with students and other adults to make sure the space is left as clean as it was when the kids arrived. If the IASPA has a vehicle and driver’s license, they may also help take three or four kids home when needed. The salary is $13-17/hour, depending on experience.

The ideal candidate is sensitive and flexible, able to think on their feet and take initiative to problem-solve, create activities, and keep kids busy and happy, and also structure-minded enough to help manage transitions like arrival/snack, recess/activity switch, and clean-up/dismissal. The IASPA will report to the IAS Co-Program Managers.

**To apply, please send an email to the IRIS After School Program Manager, at humanresources@irisct.org. Applications will be considered on a rolling basis until the position is filled. The email should include the following:**

- A subject line that says “IASPA: [Candidate first and last name]”
- A paragraph describing your interest in the position
- An attached resume including at least 2 references