



Position Title: Program Assistant, After-School Enrichment Programs
Location: AHC Community, Resident Services
Reports To: Program Manager, Education
Classification: Exempt
Hours: Part-Time, 20 hrs./week, Monday- Thursday, Evenings & some Weekends

Background: AHC is a non-profit affordable housing developer and service provider with offices in Baltimore, Maryland, and Arlington, Virginia. Our growing portfolio of 54 multifamily rental communities provides over 8,300 homes in the District of Columbia, Maryland, and Virginia.

Mission: At Affordable Homes & Communities, our residents are at the heart of all we do. AHC builds opportunities by creating quality homes with holistic resident services. We drive change through innovation, genuine partnerships, and responsible investment.

Resident Services Goal: Transformational Engagement – Build and sustain healthy, beautiful, and equitable communities with our residents to open doors through which they can create homes, neighborhoods, and the lives they want to live. The four cornerstones of Resident Services programming are Education, Economic Mobility, Health & Wellness, and Community Engagement.

Duties and Responsibilities:

As a Program Assistant, you will play a crucial role in supporting after-school enrichment programs, including the Afterschool and Teen Programs. Collaborating with the Resident Services Manager, you will contribute to the implementation of educational and recreational activities for children, youth, and parents in a multifamily apartment community. This part-time position requires availability from 2:00-7:00 pm on weekdays (Monday-Thursday) during the APS academic year and 1:30-5:30 in July and August, totaling 20 hours per week.

Duties and Responsibilities:

Planning and Implementing Programs:

- Assist in planning and leading educational and recreational activities for children, youth, and parents.



- Oversee after-school activities for elementary and teen students.

Preparing for Programs:

- Provide a healthful snack for children in the Afterschool Program.
- Plan and prepare materials for activities and workshops for youth.
- Support the Teen Program and assist youth with homework.

Implementing Behavior Management:

- Maintain good discipline.
- Implement a behavior management program and modify it as necessary.

Maintaining Community Spaces:

- Ensure the community room is set up before and cleaned after the program.

Other:

- Collaborate willingly and cooperatively on tasks beyond regular duties.

Job Requirements:

- High school diploma or equivalent.
- Experience and desire to work with elementary or secondary-aged children and teens.
- Experience with literacy or tutoring.
- Spanish fluency a plus.
- Ability to interact with a diverse population of students from varied economic and cultural backgrounds.
- Self-motivated and mission-driven.
- Collaborative work style with colleagues and stakeholders across diverse cultures and backgrounds.
- Proficient with Microsoft Office Suite.

Work Arrangements:

- 20 hours per week, Monday-Thursday, 2:00-7:00.
- Part-time position specifically for afterschool programs.

Join our team and be a part of creating positive change in our communities. Apply by sending your resume and cover letter to jobs@ahcinc.org. Learn more about AHC at www.ahcinc.org.