

General Assistant

*Minimum Requirements: Experience working in an office setting; Must have a valid driver's license and use of a car during the summer

General Assistants (GAs) at day sites are responsible for providing general support to the daily site operations. Although certain activities are typical (supply runs and office coverage), specific tasks and responsibilities can and do change according to each day's demands. The role of the GA may vary somewhat from site to site depending upon the needs of the specific program. GAs are supervised by the office manager, who is responsible for assigning the day-to-day schedule in consultation with the site director. GAs must maintain some flexibility regarding work hours to accommodate each day's unique demands.

Sample Daily Schedule

Here's what a day in the life of a General Assistant looks like. Exact schedules will vary from site to site.

Core work hours for day site positions are Monday-Friday 8 a.m.-4:30 p.m., but these may vary depending on the specific site schedule. All staff members are required to work student check-in day on the weekend immediately prior to the start of each session.

Morning

- Help with copies, logistics, phones and Before Care coverage
- Assist with students' drop off and attendance
- Organize supply runs and do other paperwork
- Help supervise class breaks if needed

Afternoon

- Eat lunch; supervise students as needed during lunch/recess
- Go on supply run and/or work on special projects like newsletters
- Help supervise afternoon activities
- Open After Care and supervise students during carpool until assigned staff arrive