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## **Youth Enrichment Program (YEP): Program Assistant**

**Transitional Housing Corporation (THC)** is a 501(c)(3) provider of transitional, permanent supportive and affordable housing with resident services to enable formerly homeless and at-risk families make transformational changes in their lives. THC was founded in 1990 in the District of Columbia as a faith-based homeless services organization, in partnership with area churches and social service agencies. After 21 years in operation, THC serves more than 300 low-income families through a variety of transitional housing and permanent supportive housing programs. THC's main offices are located in the Brightwood (Ward 4) neighborhood of Northwest DC.

### **Summary:**

Under the direction of the Family Services Coordinator, the Youth Enrichment Program (YEP) Program Assistant assists with providing instruction to groups of children ages 3-17. The YEP Program Assistant helps co-facilitate several different enrichment activities which include: Garden Club, Reading Club, Arts Program, and Field Trips. The Garden Club activity consists of facilitating gardening projects (planting flowers/vegetables, learning/teaching the gardening process to the children). The Reading Club incorporates reading sessions with the children through one on one reading activities, group dialogue, and other interactive reading activities. The Arts Program is an activity which includes arts & crafts, educational art sessions, and art projects.

The position also entails the YEP Program Assistant observing children behavior, implementing appropriate behavior modification, providing emotional support, guidance, and mentorship. The YEP Program Assistant will also assist with planning, developing, and implementing educational/enrichment activities as well as provide programmatic administrative support; and other duties related to YEP as assigned and developed.

### **Salary and Benefits:**

The salary is commensurate with experience. THC offers a competitive benefits package including health insurance and a retirement plan, paid vacation and sick leave.

### **Contact:**

Please send resume, cover letter and 3 references via email to [jobs@thcdc.org](mailto:jobs@thcdc.org) with YEP Program Assistant in the subject line. To learn more about us, please visit [www.thcdc.org](http://www.thcdc.org).