



Position Description

Program Assistant for Beyond The Books

Contact Valerie Muthuswami to apply: vmuthuswami@canwashtenaw.org

Type of Employment: Temporary, Part-Time Hourly

Eligible for Agency Benefits: No

Supervised by: Director of Volunteer and Literacy Engagement

About CAN and Beyond the Books:

Community Action Network partners with children, youth, and families from under-resourced neighborhoods to help them thrive. *Beyond the Books* is an after-school reading program designed to spark curiosity and excitement in reluctant readers. The program explores a single story over three weeks, helping kids connect with characters and enjoy the journey of reading in a fun, interactive way.

With a focus on making reading enjoyable and memorable, *Beyond the Books* helps students discover the magic of stories and inspires them to become lifelong readers.

Position Overview:

We are seeking a passionate and reliable college student currently studying K–12 education to join our team as a **Part-Time Beyond The Books Program Assistant (BTB-PA)**. This is an excellent opportunity to gain hands-on experience in youth development while supporting literacy and learning in a meaningful way.

Successful BTB-PAs take initiative, are productive and engaged, and work well in a team. They also build meaningful relationships with colleagues, program participants, and community members. The Program Assistant position is a temporary part-time role that is paid hourly.

Compensation & Hours:

- **Pay Rate:** \$20/hour
- **Schedule:**
 - Up to 10 hours/week
 - Lesson facilitation occurs 3 days a week, Monday through Thursday. Facilitation hours vary by location but are typically from 4:00 to 6:00 pm.
 - Curriculum development work hours are flexible and based on BTB-PA and supervisor schedules

Qualifications:

- Currently enrolled in a college or university, studying Education or a related field
- Interest in literacy, youth development, and working with K–5 students
- Strong communication skills and a collaborative, team-oriented attitude
- Experience and/or interest working with children in educational or recreational settings preferred
- Reliable transportation to work locations
- Ability to complete initial online forms and training before the start date
- Acceptable driving history preferred



Skills and Abilities:

- Proficiency or ability to quickly develop proficiency with training in Google Drive and other online tools as needed
- Demonstrated ability to communicate clearly, quickly, and effectively with team members, and supervisors
- Ability to work collaboratively and professionally in a dynamic team
- Ability to give and receive constructive feedback
- Ability to effectively work with diverse populations in a non-judgmental manner
- Ability to represent the agency professionally
- Takes initiative and demonstrates flexibility
- Contributes to a welcoming, positive, and intentional culture
- Ability to demonstrate cultural awareness and humility while working with diverse, underrepresented populations

Essential Job Duties-

- Support the overall implementation and success of *Beyond the Books* literacy programming
- Follow curriculum lessons to facilitate small-group reading and lead creative, hands-on activities
- Prepare space and materials for lesson facilitation
- Research and develop *Beyond the Books* curriculum
- Build positive relationships with students and serve as a supportive role model
- Engage with children in small groups, large groups, and individually
- Conduct pre- and post-semester evaluations with students
- Help maintain the online library catalogue
- Other duties as assigned

EQUAL EMPLOYMENT OPPORTUNITY

CAN is committed to providing equal employment opportunity to all individuals regardless of race, color, national origin, sex, sexual orientation, religion, age, marital status, height, weight, or the presence of a non-job related medical condition or disability. Hiring decisions will be based upon full consideration of all applications for positions in the agency and will seek to hire the most qualified individual.

Last Updated: July 2025