USC Kid Watch & USC Family of Schools
Job Announcement
Program Assistant

The Programs

Kid Watch
Since 1996, Kid Watch has mobilized hundreds of volunteers in the University Park community to watch over neighborhood school children as the youngsters walk to and from school as well as to local museums, parks, the library and other neighborhood institutions. The goal of the program is to help create a safer environment in which our kids can grow, play and learn.

Kid Watch targets the more than 9,000 students at seven of the USC Family of Schools: 32nd Street/USC Magnet Center; Foshay Learning Center; Norwood Street Elementary School; St. Agnes School; St. Vincent School; Vermont Avenue Elementary School; and L.B. Weemes Elementary School.

Family of Schools
The USC Family of Schools offers local schools surrounding USC campuses access to free, extracurricular programming. Programming includes music and acting lessons, laboratory research opportunities, literacy tutoring, access to intensive residential writing courses on a college campus, SAT preparation courses, sports instruction, dental screenings, nutritional counseling, hands-on science workshops, specialty courses in the natural and physical sciences and marine education programs. Students at the local schools are privy to regular interaction with USC students who work and volunteer within their schools.

The USC Family of Schools does not provide direct programming. It is the name for the school networks and umbrella agencies that operate both as matchmaking agencies-connecting the resources of USC to local schools-and as incubators, nurturing new ideas and nascent programs that will enrich the lives of local schoolchildren.

The Position
Kid Watch Program Assistants (2) work in partnership for one school year with USC Government and Civic Engagement (GCE), USC Department of Public Safety (DPS), Los Angeles School Police Department (LASPD), and Los Angeles Police Department-South West Division to support the USC Family of Schools Kid Watch Program within the designated USC Good Neighbor Outreach boundaries.

The ideal candidate should be from the University Park neighborhood. He or she should be able to perform the duties and be able to travel to the Kid Watch office and Kid Watch events as required by the program. The candidate should have good people skills; an understanding of the program, the audiences it serves and the University Park community is a plus. Bilingual skills-English/Spanish-desired as well as computer skills. Most importantly, Program Assistants must be comfortable working with partner agencies, outreaching to local community members, measuring program outcomes, entering data, and open to learning. Students should have Work-Study worked into their financial aid package.

Duties and Responsibilities
The scope of service Kid Watch Paid Program Assistants provide is detailed below by project:
- Spring/Fall Trainings: Six volunteer training sessions are held per year.
- Annual Picnic: An event where the Kid Watch appreciates all volunteers.
- Safety Task Force: Kid Watch hosts quarterly Safety Task Force meetings with safety partners relating to safety concerns in the community and in the USC Family of Schools.
- Thursday in the Community: USC DPS Officer and Program Assistants deliver new member packets to local volunteers.
- Safety Poster Contest: The contest is promoted and Kid Watch staff members serve on the judging committee.
- Safety Assemblies: Students are informed about the Kid Watch Program.
- Recruitment Campaign: Kid Watch staff members set up recruitment tables at events, work with safety partners, and sign up residents to become volunteers.

Pay Rate: $10/hour (Sept-Dec & Jan-Jun)

Please Send or Email Cover Letter & Resume to:
Bertrand R. Perdomo-Ucles, Program Coordinator
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