

Providence Children's Museum

Program Assistant, Families Together Program
Reports to: Families Together Program Director

Summary of Responsibilities

- transport children and parents (Families Together program clients) to and from the Museum for their scheduled visits
- schedule and confirm visits with care providers and family members
- map routes to foster or group homes, residential facilities, day care centers
- coordinate pick-ups and drop-offs with care providers
- reserve rental cars
- record observations of family members seen during transports

Qualifications

Background in human/social services, child development, or family studies. Must be 21 years of age. Excellent driving record. Bilingual English/Spanish preferred. Independent, compassionate, resourceful team player.

