

**Position Description:** Simple Interactions Assistant at Allegheny Partners for Out of School Time (APOST)

*About APOST:*

*About Simple Interactions:* Simple Interactions (SI) is a strengths-based approach to professional development (PD) for adults who work with kids. We collect short video clips of staff interacting with the youth in their care, and then watch selected videos clips in PD workshops as a way to highlight and discuss the research-based components of positive *developmental interactions* with youth. Youth-serving professionals who participate in SI develop a shared language around these ideas, and discuss with colleagues ways to multiply and amplify these types of interactions in their setting.

**Key Responsibilities:**

- Attend a training session with other assistants
- Visit participating youth-serving organizations around the Pittsburgh region to film staff in their typical day-to-day interactions with the youth in their care.
- Upload videos to an online platform and organize/prioritize the videos using the Simple Interactions Tool (a guide to identifying quality adult-youth interactions, the content of which will be covered in the training)
- Virtually collaborate with Simple Interactions trainers to select and edit videos for the trainers to use in Professional Development (PD) workshops

**Candidate requirements:**

- Experience working with children in settings such as afterschool programs, summer camps, classrooms, sports or recreational activities, mentoring programs, arts programs, etc. is preferred.
- Candidates must be comfortable visiting sites independently and maintaining professional, positive relationships with partner sites.
- Candidates should have their own form of transportation or be comfortable using public transportation.
- Experience using digital video recorders and performing basic video editing (e.g., using iMovie or Windows Movie Maker for trimming, adding captions) is preferred.
- Candidates must be comfortable using virtual collaboration platforms for file-sharing and coordination.
- Candidates must be able to perform video uploading and editing duties on their own computer or at a library, campus computer lab, etc.
- The Simple Interactions Assistants must be professional and responsive in communications with partner sites and colleagues.
- Availability to visit afterschool programs (i.e., availability in the 3-6pm timeframe at least 1-2 days per week) is required.

**Hourly rate:** \$13/hr

**Schedule:** This is a part-time consulting position (i.e., hours are as needed and as available); Site visits will be in the afterschool timeframe (3-6pm). Video work can be done on your own schedule, however, the work must be completed and posted online by the scheduled date/time.

**Location:** Training will take place at the United Way of Southwestern PA (1250 Penn Ave, Pittsburgh, PA 15222 ); Site visits will take place throughout the city of Pittsburgh; Video work and communication will be done remotely.