

Position Title:	Youth Program Assistant	Department:	Sky Valley
Reports to:	Youth Program Coordinator	Classification:	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Position Type:	Part Time (20-25 hours/week)	Supervises:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

The primary focus of this position is to support the coordination of the Sky Valley Youth Coalition on the Sky Valley Integrated Service Center campus.

Principal activities:

Youth Program Administration:

- Coordinate monthly and yearly reports and spreadsheets, including but not limited to; volunteer reports, monthly student participation sheets, and membership forms. Able to maintain organized records.
- Coordinate food distribution and acquisition of the Teen Food Pantry, staying on budget, and managing weekly youth volunteers for fulfillment of meal bags and stocking in-school snack pantries. Support relationships with participating schools to ensure program sustainability.
- Assist Youth Program Coordinator with researching employment pathways for participating youth, low-cost educational field trips and opportunities for experiences outside of school.
- Assist Youth Program Coordinator with planning yearly and monthly events, including but not limited to; Chili Cook-Off, food drives, monthly kid's night outs, Sultan Shindig, etc.

Student Support:

- Support on-site, after-school interaction with participating youth. Able to build constructive and supportive relationships with youth.
- Assist with maintaining a clean and welcoming environment, ensuring closing procedures are followed.

Qualifications:

- Previous experience working with youth desired.
- Ability to work independently and follow-through on commitments and meet deadlines.
- Maintain effective organizational skills, and able to look for ways to improve processes and deliverables.
- Position will be required to enroll in training on Trauma-Informed Care, Youth Mental Health First-Aid and VOA's Defensive Driving classes within the first 90 days.
- Written/verbal communication skills a must.
- Beginner understanding of Microsoft Word and Excel. Intermediate understanding a plus.
- Position required to work evenings and periodic weekends.
- Must be able to successfully pass a background check.

If you wish to apply for this position, please email your resume to: recruiter@voaww.org.

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