



# YOUTH PROGRAM ASSISTANT

## *Job Description*

### **PRIMARY PURPOSE**

To assist in the day to day operations of Gathering Outreach youth and community services. To assist the after school Campus Program Managers and Mentoring Instructors in alignment with the Gathering Outreach mission and vision. To assist in all responsibilities following Gathering Outreach and district guidelines to maintain an orderly, safe and inspiring environment for all.

### **QUALIFICATIONS**

#### **Education and Certification:**

- High School Diploma
- College Courses taken related to Child Development or Early Childhood

#### **Experience:**

- At least two years experience in a classroom or after school setting

#### **Special Knowledge and Skills:**

- Thorough understanding of child care management operations
- Strong organizational, communication, public relations, computer and interpersonal skills
- Strong coordination abilities to assist in community family and youth events
- Comprehensive knowledge and proven success implementing program activities for children K-7th grade
- Able to accept and respect differences in children, parents and coworkers

### **MAJOR RESPONSIBILITIES AND DUTIES**

#### **Program and Event Assistant:**

- Assist with class room management based on standards outlined by Youth Program Manager
- Assist with preparing activity materials for events after school programs and summer camps, based on goals communicated by the Youth Program Manager.
- Assist with material preparations using Word, Excel, PowerPoint and other online platforms to support after school and summer camp staff orientations and trainings.
- Assist with managing front desk and after school procedures and processes.

#### **Personnel Management:**

- Assist with making phone calls to coordinate staff scheduling
- Assist Executives and Youth Program Manger with updating staff personnel records including attendance, birthdays and special occasions.

#### **Management of Administrations, Events and Additional Responsibilities:**

- Maintain monthly up-to-date inventory lists of materials needed to Youth Program Manger.
- Assist with updating Parent and Child Care online records using the Brightwheel online system.
- Assist with administrative procedures for day to day operations, as needed.
- Maintain open, consistent, accurate and professional communications with everyone.
- Assist with facility event set-up and tear-down consisting of squatting and lifting up to 50lbs
- Assist volunteers

**Monday- Friday 3:30pm - 6:30pm | Weekly Pay | Family Professional Environment**