

Youth Development Assistant

Job Purpose

The Youth Development Assistant is responsible for implementing activities related to summer and academic year programs with middle school and high school youth under the guidance of the Youth Development Coordinators and Program Director. This will require supervision of youth, leading summer camp and clinic activities and after school program activities with youth, chaperoning program activities throughout the year including overnight field trips, assisting with transportation for youth to and from activities, and working with the program team to accomplish program goals. The Youth Development Assistant is a part-time, non-exempt position supervised by the Youth Development Coordinator(s) with the support of the Program Director.

Primary Duties and Responsibilities

Academic Year Program

- Work closely with the Youth Development Coordinators to lead group activities at the after-school meetings. Assist youth one-on-one as needed for certain activities.
- Assist Youth Development Coordinators with the development and implementation of program activities
- Help guide positive group dynamics and assist with conflict management when needed
- Willingness to do overnight field trips that can require long work days and being away from home for several days.
- Supervise various academic year activities, such as academic support programs (tutoring, homework help), community service, field trips, and other outings.
- Provide transportation for youth to/from BFFY sites and activities as needed/assigned
- Assist Youth Development Coordinators with youth and parent/guardian communication around academic year activities. This involves emailing/ mailing out detailed information to youth/families, collecting forms that are required, tracking RSVP's, and making reminder calls.

Summer Program

- Work closely with the Youth Development Coordinators to assist with and lead, group activities at the various camps. Assist youth one-on-one as needed for certain activities.
- Willingness to do overnight camps that can require long work days and being away from home for several days.
- Supervise various summer clinic activities and follow the outline of responsibilities provided for each clinic supervising.
- Provide transportation for youth to/from camps and clinics as assigned
- Assist Youth Development Coordinators with youth and parent/guardian communication around summer activities. This involves emailing/ mailing out detailed information to youth/families, collecting forms that are required, tracking RSVP's, and making reminder calls.

Other Duties and Responsibilities

- Participate in staff and program team meetings that are scheduled throughout the year
- Assist with and attend fund development events and activities as requested by the Executive Director
- Assist with general office support as needed (i.e., answering phones, delivering messages, mailings, cleaning and tidying up, etc.)
- Perform other related duties as assigned by Youth Development Coordinators, Program Director, Associate Director, or Executive Director
- Maintain a professional appearance
- Maintain full confidentiality about youth and their families at all times

Qualifications

Education/Experience

- Some post secondary education or work experience in youth or child development, or program support is a plus

Knowledge, skills and abilities

- Ability to communicate with and relate to young people
- Ability to manage multiple tasks at one time
- Ability to work under pressure and to stick to timelines
- Ability to be flexible as job duties develop and change over time to meet the needs of youth
- Attention to details

Proficiency in the use of computers for:

- Word processing
- Excel
- Data entry

Personal characteristics

The Youth Development Assistant should demonstrate competence in some or all of the following:

- **Behave ethically:** Understand ethical behavior and business practices, and ensure that their own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Build relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on client needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- **Foster teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Equal Employment Opportunity

Bright Futures for Youth provides equal employment opportunities to all qualified individuals without regard to race, creed, color, religion, national origin, age, sex, marital status, sexual orientation, or non-disqualifying physical or mental handicap or disability.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Job Responsibilities

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties and responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. Bright Futures for Youth may change the specific job duties with or without prior notice based on the needs of the organization.