NEO Program Assistant
Internship Description

Program Overview:
Bright Futures for Youth (BFFY) is providing a 12-month paid internship as NEO Program Assistant as part of its grant-funded Youth Service Corps program. This program is for youth ages 16-30 that may have experienced barriers to employment and are needing on-the-job training, coaching and supports to obtain the job skills necessary to be sustainably employed.

Internship Position Overview:
The NEO Program Assistant will be trained to support the NEO Program Manager and Coordinators in implementing program activities for middle school and high school youth in the drop-in youth center as well as in outreach efforts in the community and schools. This involves engaging with diverse youth through conversations, art, music, sports, and games. They will also participate in daily opening and closing duties and ensure a safe, supportive, and enriching environment. This is a part-time, non-exempt position supervised by the NEO Program Manager.

Program Duties and Responsibilities to Develop

- Assist with opening and closing duties in the youth center.
- Work with the Program Team to maintain a safe, supportive, and orderly environment.
- Assist the Program Team with supervising youth and upholding group agreements.
- Work closely with the Program Coordinators to assist with and lead group activities and one-on-one games and conversations as needed.
- Participate in daily check-in and de-brief meetings with the Program Team.
- Engage and connect with youth by participating in conversations and activities. Be willing to try new activities such as art, music, and games.
- Assist with supervising youth on field trips and outings as needed.
- Promptly communicate with the Program Manager when there's an accident, incident or support is needed for a youth and fill out appropriate forms.
- Maintain open lines of communication with the Program Manager and report on any concerns or needs that arise.
- Assist the Program Team in implementing all safety procedures and guidelines.

Other Duties and Responsibilities to Develop

- Participate in staff and program team meetings as scheduled.
- 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 the NEO Program Manager, Associate Director, or Executive Director.

- Maintain a professional appearance.
- Maintain full confidentiality about the youth and their families at all times.

Knowledge, Skills and Abilities to Develop

- 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 pay attention to detail.
- Ability to work in a cooperative environment.
- Must be computer literate.
- Strong verbal and written communication
- Strong organizational and time management skills
- Ability to communicate needs to learn and perform duties and responsibilities well
- Willingness to train and learn new skills

Qualifications

General

- Must have ability to connect with youth and inspire and motivate them to strive for excellence.
- The ability to drive youth to/from activities is a plus but not required.

Education/Experience

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

Special Requirements

- Valid California ID or Driver's License
- Reliable transportation
- Successful background check