



Job Description	
MWMW Position Title (type in CAPS): Youth Program Assistant	
Staff Group:	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Coordinator <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Program Director <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> Retail Manager <input type="checkbox"/> Retail Staff <input type="checkbox"/> _____
Immediate Supervisor: Youth Director, and occasionally from Children/Youth Director	
Immediate Subordinates: none Full-time (30+ hrs/wk): Part-time (up to 29 hrs/wk): Work-Study:	
Status: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	Position Originally Created: 2019
	Date Last Revised: Aug 2021
Hours Per week: Up to 20 hours per week. Needs availability Monday-Thursday 3-7pm for after school program plus additional administrative hours to plan and implement youth fundraisers. Possibly needs some availability on various weekends.	
General Summary: Provide engaging, empowering and supportive Christian-based holistic program and environment for inner-city teens. Report to Youth Program Director.	
Critical Functions and Responsibilities	
1. Help set up and implement the after school program	
2. Ability to drive a 15 passenger van and have a good driving record (Must be over 21 years old)	
3. Build positive relationship with the youth	
4. Ability to help plan and implement various fundraiser for our youth summer activities	
Additional Functions and Responsibilities	
1.	
2.	
Requirements/Preferences	
Minimum skills and knowledge required: 1. Over 21 years old and driver's license 2. Mature attitude and good communication skills	Skills and knowledge preferred: 1. Ability to connect with local businesses and organizations 2. Ability to plan and implement fundraisers for our youth summer activities.

The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.

Minimum previous experience required: Previous experience working or volunteering with youth in church, after school or camp setting	Previous experience preferred: Previous experience with fundraising.
Minimum education required: High school diploma	Education preferred:
Minimum communication skills required: 1. Communicate effectively with staff and students 2. Ability to connect with local businesses and organizations for fundraising	Communication skills preferred: 1. 2.
Special training, certification or licensing required: 1. 2.	
Behavioral, emotional, mental requirements: 1. Mature attitude 2. Ability to be flexible 3. Good problem solving skills	
Other preferences: Mature Christ-follower	

The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time.