



MISSION

WACO | WORLD

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 Program Director	
Immediate Subordinates: 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: 2017
	Date Last Revised: January 2023
Hours Per week: Up to 20 hours per week. Need availability Monday-Thursday 3-7pm for after school program plus additional administrative hours. Possibly need some availability on various weekends. This position is seasonal – hours are only available when program is in session during spring/fall school semesters (typically about 15 weeks per semester), and for program weeks in summer (typically June/July).	
General Summary: Provide engaging, empowering and supportive Christian-based holistic program and environment for inner-city teens.	
Critical Functions and Responsibilities	
1. Help set up and implement the after school program activities.	
2. Ability to drive a 15 passenger van and have a good driving record (Must over 21 years old)	
3. Build positive relationships with the youth	
Additional Functions and Responsibilities	
1. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.	
Requirements/Preferences	
Minimum skills and knowledge required: 1. Over 21 years old and driver's license 2. Mature attitude and good communication skills 3. Ability to lift up to 20 lbs.	Skills and knowledge preferred: 1.
Minimum previous experience required: Previous experience working or volunteering with youth in church, after school or camp setting	Previous experience preferred:
Minimum education required: High school degree	Education preferred:
Minimum communication skills required:	Communication skills preferred: 1.

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

Communicate effectively with staff, students and other volunteers.	2.
Special training, certification or licensing required: Valid driver's license	
Behavioral, emotional, mental requirements:	
<ol style="list-style-type: none"> 1. Mature attitude 2. Ability to be flexible 3. Good problem solving skills 	
Other requirements:	
<ol style="list-style-type: none"> 1. Mature Christian faith preferred. 	

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