



# MISSION

## WACO | WORLD

Job Description	
<b>MWMW Position Title</b> (type in CAPS): YOUTH PROGRAM ASSISTANT	
<b>Staff Group:</b>	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Director <input type="checkbox"/> Retail Manager <input type="checkbox"/> Program Coordinator <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Retail Staff <input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> _____
<b>Immediate Supervisor:</b> Youth Program Director	
<b>Immediate Subordinates:</b> Full-time (30+ hrs/wk): Part-time (up to 29 hrs/wk): Work-Study:	
<b>Status:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	<b>Position Originally Created:</b> 2017 <b>Date Last Revised:</b> August 2025
<b>Hours Per week:</b> 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).	
<b>General Summary:</b> Provide engaging, empowering and supportive Christian-based holistic program and environment for inner-city teens.	
<b>Critical Functions and Responsibilities</b>	
1. Help set up and implement the after school program activities.	
2. Provide quality and creative enrichment and recreational activities that are enjoyable for our participants.	
3. Supervise youth and ensure their safety and general well-being while enforcing all policies and procedures.	
4. Build positive relationships with the youth and their families.	
<b>Additional Functions and Responsibilities</b>	
1. Attend scheduled staff meetings or trainings.	
2. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.	
3. Ability to drive a 15-passenger van. (Must have a good driving record, be at least 21 yrs old, and be comfortable with driving passenger van.)	
<b>Requirements/Preferences</b>	
<b>Minimum skills and knowledge required:</b> 1. Mature attitude and good communication skills	<b>Skills and knowledge preferred:</b> 1.
<b>Minimum previous experience required:</b> 1. Previous experience working or volunteering with youth in church, after school or camp setting	<b>Previous experience preferred:</b>

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

<b>Minimum education required:</b> High school degree	<b>Education preferred:</b> Working on associate or bachelor's degree.
<b>Minimum communication skills required:</b> 1. Communicate effectively with staff, students and other volunteers. 2. Ability to mediate conflict among youth and their peers.	<b>Communication skills preferred:</b> 1. 2.
<b>Special training, certification or licensing required:</b> Valid driver's license	
<b>Behavioral, emotional, mental requirements:</b> 1. Mature attitude 2. Ability to be flexible 3. Good problem solving skills	
<b>Other requirements:</b> 1. Mature Christian faith preferred. 2. Physical ability to lift up to 25 lbs. 3. Must be at least 21 yrs of age to be eligible to drive MWMW vehicles.	

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