

# SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

*An Equal Opportunity Employer*

## **Youth Programs Assistant I (After School Program Facilitator)**

### **Job Announcement**

#### **Summary**

We are looking for a competent Program Assistant to undertake a variety of administrative and program tasks. You will help in planning and organizing programs and activities as well as carry out important operational duties. To be an excellent program assistant, you must be organized and detail-oriented as well as comfortable working with diverse teams.

#### **Salary & Benefits**

This is a part-time temporary position (20 hours/week), paying an hourly wage of \$15.67. There are no benefits associated with this position. **Work Schedule: Monday- Friday 2pm-6pm.**

#### **Minimum Qualifications**

Must have high school diploma or equivalent, graduate with an Associate's Degree in a related field and/or related experience is preferred; strong oral and written communication skills; strong MS Word and EXCEL skills; must demonstrate knowledge and experience in planning and implementing a wide range of social and recreational activities; must have good organizational skills and ability to work effectively with diverse groups of people; must demonstrate dependability, promptness and punctuality and a professional attitude at all times – overall strong customer service skills are a must; good oral and written communication skills are essential; **must pass a background security clearance.**

**Essential Duties and Responsibilities:** Under the supervision of the Teen Center Coordinator or other assigned supervisor, the Youth Programs Assistant is responsible for implementing the Leadership Program in which duties include, but are not limited to the following:

- Create and facilitate successful academic, enrichment and recreational activities that will improve the life skills of youth in the community, including planning, leading and assessing outcomes of workshops;
- Assist Teen Center Coordinator with preparation for community partners' meetings, assisting in identifying and communicating community service projects needed in the community;
- Support youth as they plan, lead and assess community based events;
- Organize small group discussions with youth after events are completed to collectively assess the strengths and areas for improvement;
- Assist in recruitment and outreach to students, families and volunteers;
- Assist with the completion of various program reports as well as the collection of data to create statistical reports of student's outcomes;
- Participate in meetings, events, or other special activities;
- Make building rounds while providing encouragement and inspiration;
- May supervise students and provide functional guidance, support and motivation;
- Other duties as assigned.

#### **Working Conditions**

While performing duties of this job, the position will require that you work primarily in an office based setting that may require spending the majority of the day walking, standing, sitting, bending, lifting and regularly driving between off-site locations. The applicant may be required to attend meetings and events at various locations and must have reliable transportation, a valid driver's license and current insurance.

**How to Apply:** Send a cover letter and résumé to [apply@sbwib.org](mailto:apply@sbwib.org) by Friday, September 21, 2018 for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. No phone calls please.

*The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.*

*The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a physical or mental disability or religion, at any point within the application process or thereafter if hired, **should immediately inform SBWIB, Inc. by sending an email to [apply@sbwib.org](mailto:apply@sbwib.org).***