



## **Youth Assistant**

### **Mission Statement:**

The mission of the Armory Youth Project is to provide a safe environment where young people can build community and be encouraged in their educational, emotional, physical, and Christian spiritual development. The Youth Assistant's job is to ensure the safety of children in the 6th through 12th grade, design appropriate activities and report the progress of the program to the Program Coordinator.

**Status:** Part-time

**Reports to:** Program Coordinator

### **Job Summary:**

The Youth Assistant will be under the direction and supervision of the Program Coordinator. As part of the Armory Youth Project team, the Youth Assistant will assist in monitoring and checking in youth to their preferred program, be sure all youth are up to date on scan cards and Breeze photos. The Youth Assistant will also have opportunities to contribute creatively to each area of our mission as needed. He/she will need to possess a positive attitude to create a welcoming environment and develop positive relationships.

The Youth Assistant will need to possess a sincere and deep commitment to the AYP's mission and vision, understanding of the AYP's purpose as an organization and able to follow the methods of AYP's by-laws. Each member of the AYP team will use their gifts and skills to reach out and support the youth.

**Salary:** \$11/hour

### **Job Requirements and Qualifications:**

- High School Diploma or equivalent
- Strong Oral communication skills
- Professional work appearance and demeanor
- Ability to work flexible hours.

### **Job Duties:**

- Occasionally be available to help with special events, that may occur during evening or weekend hours.
- Assist with monitoring and checking in youth and volunteers.
- Compile and maintain a list of bar codes and photos needed and working towards updating the system so all students and volunteers have that information.
- If a person is already assigned a bar code, make sure it is listed in Breeze.
- Monitor the various areas while students are here to make sure they are being supervised.
- Assists Program Coordinator with updating forms on Breeze for that month's programs.

[https://d.docs.live.net/05df24fe474ad532/Documents/Armory Youth Project/Youth Assistant Job Description\\_2023.docx](https://d.docs.live.net/05df24fe474ad532/Documents/Armory%20Youth%20Project/Youth%20Assistant%20Job%20Description_2023.docx)

- Ensure correct dates and information is on the form for each program prior to the start of the month.
- Assists Program Director to add the events into the Breeze calendar for the next month.
- Reviews the website to make sure the program information is current and correct.
- Enters youth information into Breeze from completed waiver forms.
- Enters contact and other information into Breeze for volunteers from completed forms.
- Make copies of waivers or whatever other form is needed.
- Laminates newspaper articles and updates the wall.
- Helps brainstorm ideas to help further the Armory's mission, regarding the youth or administration
- Required to participate in the following classes.
  - First Aid/CPR/AED
  - ServSafe
  - Stop the Bleed
  - Active Shooter
  - Mental Health First Aid