



Armory Youth Project

Youth Assistant Job Description

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.

Status: Part-time – up to 20 hours per week.

Reports to: Executive Director

Job Summary: The Youth Assistant will be under the direction & supervision of the Executive Director. As part of the Armory Youth Project (AYP) team, the Youth Assistant will assist in monitoring youth, and will assist with key areas such as special events, and other needs. Specific responsibilities will be primarily working with the youth, with opportunities to contribute creatively in each of the areas of our mission.

Possesses a commitment to the AYP's mission and vision, understanding 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 youth.

Salary Range: \$12 - \$15 per hour

Qualifications

- High School Diploma or equivalent
- Professional in appearance and demeanor
- Ability to work flexible hours generally between 12 noon – 6:00 p.m.
- Customer service focused communication

Job Duties and Responsibilities

- Oversees the entry of youth, visitors, volunteers and staff
- Performs miscellaneous other job-related duties as assigned
- Notifies immediate supervisor when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or students appearing to be under the influence of alcohol or controlled substances

Knowledge, Skills and Abilities

- Ability to interact positively with a variety of people and personalities
- Ability to maintain confidentiality
- Knowledge and understanding of the mission, vision, goals, and objectives

- Ability to interact with youth, parents and staff in a positive and productive manner and use appropriate authority and discipline as necessary to set limits for behavior and help youth develop their own capacity for self-control and appropriate behavior

Working Conditions

- Work is normally performed in a typical fast paced office work environment
- Able to lift 30 lbs. or more
- Work may be subject to frequent interruptions

Conditions of Employment

- Basic Criminal History Background Check (annual requirement)
- Able to lift and carry up to 30 lbs., walk, bend and stoop and stand on a routine basis
- Complete an I-9 form and provide required documentation such as a social security card upon employment