



Title: Teen Program Assistant

Reports to: Teen and Community Program Manager

Pay: \$25/hour, part time, 20 hrs/week with potential to grow into full time position

Job Summary:

We are seeking a highly motivated and organized individual to join our team as a Teen Program Assistant. The Program Assistant will be responsible for providing support in the coordination of various projects, events, and programs for our Teen Programming and Communities that Care Coalition. This individual will work closely with the Program Manager and team members to ensure the successful coordination of events and projects and assist in facilitating programs for youth and community events in various settings.

Our goal is to provide youth with opportunities that enhance and support youth development. We currently offer monthly teen night events, leadership and civic engagement opportunities, community service, the H.U.B.B. club, and summer adventures.

Job Responsibilities:

- Assist in facilitation of Help Us Break Boredom (H.U.B.B) Teen Meetings and Events
- Assist and lead Teen Summer Outdoor Adventures
 - Assist in driving and transporting youth to and from events
- Coordinate logistics for events, meetings, and programs
- Provide guidances and support as positive role model to youth
- Attend relevant community meetings and outreach events
- Assist Program Manager and Youth Engagement Coordinator in developing future youth engagement opportunities
- Attend CTC Coalition meetings and develop relationships with members to secure support for the H.U.B.B and to promote community-wide buy-in for the CTC process.
- Outreach to, educate, and organize the community-at-large to support positive youth development
- Participate in required training, conferences, and staff meetings
- Provide administrative support as needed

Qualifications:

- Bachelor's degree in a related field or equivalent work experience (preferred)
- Experience working with youth in an organized setting
- Strong organizational and time management skills
- Excellent communication and interpersonal skills
- Ability to work independently and as part of a team



- Must be proficient in MS Office, Gmail, Google Drive, Zoom/Google Meet, and other relevant technology
- Must be culturally responsive and have a passion for working with a variety of people in a nonjudgmental and inclusive manner
- Must be culturally responsive and have a passion for working with a variety of people in a nonjudgmental and inclusive manner
- First Aid & CPR Certified (may obtain upon hire)
- Valid Colorado driver's license, 21 years of age with clean driving record
- Pass civil and criminal background checks
- May require regular local and regional travel. Must have reliable transportation to travel and comfortable traveling. Valid driver's license and car insurance required. Ability to work a flexible schedule including evenings and weekends, as applicable. Must be able to lift 50+ pounds.
- Other certifications as required by state licensure

Additional Responsibilities:

- Act of substitute for other Voyager programs as needed
- May be assigned special projects periodically by the Program Manager

*To apply for this position, please email your resume and cover letter to cat@voyageryouth.org with **Teen Program Assistant** in the subject line.*
