



Teen Program Assistant (Part-Time)

\$26/hour | 16 hours/week | Ouray & Ridgway, CO

Start Date: April - May 2026

This is a year-round, part-time position with the potential to transition to a full-time salary position.

Voyager Youth Program inspires Ouray County youth to achieve healthy, connected lives through prevention education, enrichment, and leadership development. We use a strength-based, [Positive Youth Development](#) approach to help teens build skills, belonging, and connections.

We are seeking an organized, energetic, and relational Teen Program Assistant to support teen programming, events, and community initiatives. This position is an opportunity to make a meaningful impact in a small rural community while helping teens build confidence, leadership skills, and connection.

Position Summary

The Teen Program Assistant helps coordinate and facilitate teen programs including:

- Teen Summer Adventures (lead approximately 8 one-day trips; support 3 overnight trips)
- H.U.B.B. Teen Group
- Final Friday monthly events
- Youth leadership and service projects
- Safe & Sober After Prom
- Youth Celebrate Diversity Conference
- Participation in the Communities That Care (CTC) Coalition

This role includes direct teen engagement, event support, community meetings, and administrative tasks. The ideal candidate is a positive role model who builds strong relationships with teens and thrives in a small nonprofit team environment.

Responsibilities

- Co-lead summer day trips and support overnight trips
- Assist with planning and facilitating teen events and leadership activities
- Support service-learning and youth engagement initiatives
- Participate in local coalition and partner meetings
- Assist with outreach, marketing, and program promotion
- Complete documentation and administrative tasks
- Serve as a trusted, supportive adult presence for youth



Qualifications

- Bachelor's degree in related field OR equivalent experience
- Experience working with teens (ages 12–18)
- Strong organizational and communication skills
- Ability to work independently and collaboratively
- Proficiency in Google Workspace (Canva experience preferred)
- Culturally responsive, inclusive approach
- Valid Colorado driver's license, age 21+, clean driving record
- Ability to pass background checks
- Flexible schedule (evenings/weekends as needed)
- Ability to lift 50 lbs

Preferred: Experience in youth development, trauma-informed practices, outdoor programming, or prevention work.

To Apply: email your resume and cover letter to agnieszka@voyageryouth.org with "Teen Program Assistant" in the subject line.

Voyager Youth Program is an Equal Opportunity Employer.