



Job Title: Program Associate/Assistant
Department: Recreation/Youth Employment Services
Reports To: Program Coordinator/ Program Director
FLSA Status: Hourly, Non-Exempt, Part-time
Salary Range: \$18.00 – \$21.00 per hour

Summary:

The Asian Youth Center (AYC) is seeking a part-time (0-20 hours per week) to assist with programming, service delivery, and community outreach for after-school, summer recreation, and youth employment programs. This position will require in-person work at the Asian Youth Center (AYC) in Lancaster, CA.

The Program Assistant/Associate will assist with after-school and summer activities, including recreational or enrichment or other after-school activities for middle and high school youth to increase academic, athletic, or social skills. Services will increase positive approaches towards learning, improve social and emotional development, and strengthen family health, education, and support systems.

In addition, the Program Assistant/Associate will assist with the youth employment program for youth ages 14-24, which consists of job skills training, on-the-job experience, and job search. Services will prepare individuals for jobs and lead to employment. The job search will include workshops, coaching, job readiness, and Job placement. The program associate will support with but are not limited to workshops such as resume writing, job interview skills, soft employment skills, coaching, assessment of employment barriers, development of employment plans, assistance with job search activities and job referrals, and program outreach.

Responsibilities

1. Provide direct oversight for programming and services;
2. Coordinate public relations and community outreach activities for programs;
3. Assist with youth employment workshops and training
4. Provide supervision and classroom management of groups of up to 20 youth;
5. Support and oversee the implementation of youth development activities, mentoring activities, field trips and tutoring;
6. Assist with transportation for youth during field trips;
7. Assist with shopping and purchases for programming;
8. Organization of files and inventory program supplies;
9. Follow policies and procedures as outlined by supervisor;
10. Provide support to activities and events, including evenings and occasional weekends for AYC events and outreach;
11. Attend meetings and trainings as assigned; and
12. Other related duties as assigned by supervisor or as identified in program manuals or funding source contracts.

AYC is an Equal Employment Opportunity Employer and adheres to hiring practices in accordance with Federal and State regulations.



Required Education & Training:

- Completed High school diploma or GED
- At least 1 Year of experience with youth
- Experience working or volunteering with diverse communities
- Excellent verbal and written communication skills and attention to detail
- Must have a Valid California driver's license, excellent driving record, reliable vehicle and auto insurance
- Adult, Child, and Infant CPR/AED and First Aid Certification
- Passing pre-hire documentation (TB test, Drug Test, Background Check, etc.)

Preferred Education & Training:

- Experience with community outreach or engagement;
- Computer literate
- Bilingual in Spanish;

Please send a cover letter and resume along with 3 references to careers@aycla.org.