

Youth Program Assistant Coordinator

About [WMCS](#)

West Marin Community Services (WMCS) is the central hub for a diverse range of services that support our neighbors in West Marin struggling to make ends meet. We adapt to everchanging circumstances, address needs not met by other organizations or government programs, and work to bring our community closer together. For more than 40 years, we have responded to crises with vital support taking many forms – supplying food, clothing and household items, referrals, sponsorship of other local non-profits, and more to community members in need.

About the [Youth Program](#)

The WMCS Youth Program was adopted in 2021 by taking on the Youth Center on the West Marin Elementary School campus. We plan to continue to offer expanded, meaningful, hands-on programming for youth and families in West Marin. Our Youth Center is open Monday through Friday during the school year offering daily activities such as art, cooking classes, tutoring, mountain biking, music, field trips, and more. Camps during school breaks offer engaging and enriching activities to stay safe and healthy when school is out of session.

Job Overview

West Marin Community Services (WMCS) seeks a Youth Program Assistant Coordinator to work directly with the Senior Coordinator in all Youth Program operations. Experience with youth services, program development, excellent written, and verbal communication skills, computer skills, and community knowledge is preferred.

Pay: Starts at \$25, depending on experience

Job type: in-person, 30 hours per week

Schedule: Monday through Friday roughly 9am – 5pm during the school year

Ideal start date: first week of September

Location: West Marin Elementary School, Point Reyes Station, CA

Benefits: Paid time off, vacation, sick time, holidays, and employer paid health insurance

Application: Please send resume, cover letter, and 3 references to hiring@westmarincs.org

Position Summary and Duties

Under the leadership and supervision of the Senior Youth Program Coordinator:

- Co-lead day-to-day operations of the afterschool Youth Center
- Support coordination with primary programs and special projects
- Management of group activities, recreational programs, community services centers, youth, aquatic environments, and/or athletic facilities
- Support engagement with parents, community partners, and staff to offer diverse, experiential learning activities



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- Effectively set clear boundaries and enforce school and youth program rules and procedures in a non-punitive manner, especially in the interest of safety for youth
- Manage registration software for Youth Center membership, field trips, and camps
- Co-lead on website content and updates, emails, newsletters, calendars, social media, and communication with youth and families
- Help track deliverables in compliance with grant and contract agreements
- Organize and upkeep equipment, supplies, and facilities
- Participate in Principal Staff Meetings
- Support fundraising events, mailings, and special program features

Program Deliverables

Assist the Senior Youth Program Coordinator with the following:

- Support WMCS Youth Center operations on the West Marin School campus 5 days per week afterschool during the schoolyear (August to June)
- Work as a team to run Waterdogs Red Cross Certified Water Safety Program in Tomales Bay during the summer during the last 2 weeks of July
- Plan and operate Youth Center camps during school breaks (Spring Break, Winter Break, etc.)
- Lead the West Marin Coalition for Healthy Youth and the Skillz That Pay internship program
- At least two fundraisers per year, possibly after regular work hours or on the weekend

Competencies

- Strong leadership abilities, including staff direction and motivation, delegation and monitoring, cooperation, flexibility, team building, decision-making, and accepting feedback
- Thorough understanding of nonprofit management, including functions, financing, and staff/board roles and responsibilities
- Proficient in core skills, including analytical and problem-solving abilities, excellent written and verbal capabilities for both internal and external communication, efficient time management, social media, and computer skills
- Understands the community served and how WMCS may need to alter services in response to changing needs
- High level of ability to engage youth in program activities that nurture physical, social, and emotional development
- Good customer service practices
- Principles and techniques for developing projects, directing groups, and participating in social and recreational activities
- Principles and practices of managing recreational programs such as site management, operations, and maintenance
- Interpreting and enforcing policies and procedures
- Developing interpersonal relationships with a variety of users and sponsors

11431 State Route One, Suite 10, P.O. Box 1093, Point Reyes Station, CA 94956
415-663-8361 www.westmarincommunityservices.org



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- Competency with Windows OS, Microsoft Office Suite, timesheet software, databasing programs, and more
- Communication to interact effectively with co-workers, supervisors, subordinates, volunteers, and the public is sufficient to convey information and to receive work direction

Physical Requirements

- Ability to work long hours at a computer, subject to interruptions to deal with as they arise
- Able to assist with occasional moving of supplies, up to 50 lbs.
- Able to engage with students in physical activities such as sports and recreation

Education and/or Experience

- Equivalent to graduation from a four-year college or university with major coursework in education or a related field **AND**
- Two (2) years full-time or its equivalent experience; **OR**
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job listed above

Certificates, Licenses, and Registration

- Possess a valid California Class C driver's license and satisfactory driving record
- CPR and First Aid Certification
- Able to pass a background check and, upon hiring, submit fingerprints to an FBI LiveScan
- Authorized to work in the United States

Equal Opportunity Employer Committed to Workforce Diversity

WMCS prohibits discrimination based on race, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or veteran status. This policy applies to recruiting, hiring, promotions, terminations, compensation, and benefits.

Studies have shown that women, BIPOC, AAPI, and LGBTQ+ people may be less likely to apply for jobs unless they meet 100% of the qualifications listed. **We encourage you to apply even if you do not meet all the above qualifications. Preference will be given to applicants who are bilingual in English and Spanish.**

We are interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We want someone who believes in our mission and can contribute to our team in a variety of ways.

Contact

Please send resume, cover letter, and 3 references to [hiring@westmarinc.org](mailto: hiring@westmarinc.org)

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