

Youth Program Assistant I/II

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 ever-changing circumstances, address needs not met by other organizations or government programs, and work to bring our community closer together.

About the WMCS Point Reyes Teen Center

The Teen Center on the West Marin Elementary School campus offers expanded, meaningful, hands-on programming for youth and families in West Marin. The Teen Center is open Monday through Friday during the school year offering daily activities such as art, cooking, mountain biking, music, field trips, and more. Camps during school breaks offer engaging and enriching activities to help students stay safe and healthy when school is out of session.

Job Overview

WMCS seeks a Youth Program Asst. to support day-to-day operations at the Teen Center. This position works under the Youth Program Asst Manager to help students develop physical and social skills through mentorship and indoor/outdoor activities. This position supervises and interacts with youth in a drop-in setting, in an environment that is safe and enriching.

Youth Program Assistant I

Entry-level position with direct supervision, applicants have limited experience with youth.

Youth Program Assistant II

Intermediate-level position, distinguished from level I by the ability to perform the majority of the duties assigned with minimal supervision and occasional instruction or assistance. Applicants should have at least one year of experience working with youth.

Pay: \$20 - \$22, depending on experience

Job-type: in-person, 8 – 10 hours per week

Ideal start date: as soon as possible

Schedule: Tuesday 2:30 – 5:30pm and Wednesday 1 – 5:30pm, more hours available as-needed

Location: Point Reyes Teen Center on the West Marin Elementary School campus

Application: Send resume and cover letter to hiring@westmarincs.org

Position Summary and Duties

- General assistance with youth supervision
- Assistance with engaging activities; foster inclusive environment
- Participate in assigned professional development and safety training
- Enforce school and Youth Program rules and procedures, especially to ensure safe practices
- Assist with cleaning the Youth Center; track and maintain program supplies

Minimum Qualifications

- Previous experience working with youth and/or camps, at least one year for Assistant II
- For Assistant I, eager to learn and gain experience in youth programming
- Excellent written and verbal communication skills for Assistant II
- Able to bend, reach, and lift to assist with the occasional moving of supplies and gear
- Willingness to work as an effective team member
- Able to pass a background check and, upon hiring, submit fingerprints to an FBI LiveScan
- Authorized to work in the United States

Preferred Skills and Experience

Possessing the following will distinguish Assistant I from II:

- Knowledge of West Marin community
- High School Diploma or equivalent
- CPR Certification strongly recommended
- Possess a valid California Class C driver's license and satisfactory driving record
- Excellent customer service techniques
- Knowledge of arts, dance, drama, or sports
- Effective internal and external communication to receive direction and convey information
- Bilingual speaking and writing in English and Spanish
- Strong leadership and confidence with youth and families to develop engagement, motivation, cooperation, and accepting feedback
- Proficient core skills, including analytical and problem-solving abilities

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@westmarincs.org