



*Every one. All ways.*

## 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 Youth Program**

We have two after school Teen Centers: Point Reyes Station and Tomales. The Teen Centers offer expanded, meaningful, hands-on programming for youth and families in West Marin. The Point Reyes afterschool program is open Monday through Friday and Tomales is open Tuesdays and Wednesdays, both offering daily activities such as art, cooking, mountain biking, music, field trips, and more. School break camps offer engaging and enriching activities for students.

### **Job Overview**

WMCS seeks a Youth Program Asst. to support day-to-day operations at the Teen Centers in Point Reyes Station and Tomales. This position works under the Youth Program Manager and Assistant 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 with 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 – 18 hours per week

**Ideal start date:** as soon as possible

**Schedule:** Must be available Tuesday 2:30 – 5:30pm and Wednesday 1 – 5:30pm, additional hours available Monday through Friday afterschool.

**Location:** Point Reyes Teen Center on the West Marin Elementary School campus and Tomales Teen Center at the Town Hall as-needed.

**Application:** Send resume and cover letter to [hiring@westmarincs.org](mailto:hiring@westmarincs.org)



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#### **Position Summary and Duties**

- General assistance with youth supervision
- Assist 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.**



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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 and cover letter [hiring@westmarinincs.org](mailto:hiring@westmarinincs.org)

11431 State Route One, Suite 10, P.O. Box 1093, Point Reyes Station, CA 94956  
415-663-8361 [www.westmarincommunityservices.org](http://www.westmarincommunityservices.org)