

SBWIB, Inc.

SOUTH BAY WORKFORCE INVESTMENT BOARD, INC.

A Private Nonprofit Corporation

An Equal Opportunity Employer

Youth Programs Assistant I (Teen Center Coordinator)

Job Description

Summary

The South Bay Workforce Investment Board, Inc. (SBWIB, Inc.) is seeking an energized, motivated, and competent individual with excellent people and customer service skills to function as a **Youth Programs Assistant**. This person will undertake a variety of administrative and program tasks, including planning and organizing programs after-school activities for the youth who frequent our center. The ideal person should be able to take initiative as well as productively manage his/her time with or without supervision, while working in a potentially fast-paced environment. This person must have great time-management, professional and communication skills and must be comfortable working and communicating with diverse teams. Overall, the work of the Youth Programs Assistant will be critical in ensuring that the team meets its goals in an efficient and organized manner.

This job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Salary & Benefits

This is a fulltime, non-exempt position (30-40 hours/week), paying an hourly wage of **\$17.19**. Our benefit package represents a hidden value of additional income to our employees, which includes 75% employer covered medical cost, sick and vacation time, holidays, and a *competitive 401k plan*. All full-time employees are invited to participate in the company's health benefits package after completing 60 days of employment. The employment probationary period is 6 months. Some of the beneficial perks offered at SBWIB Inc. are 'student loan forgiveness' (PSLF) as we are a participating 501(C)(3) non-profit. Our organization also pays up front for travel and hotel expense to any workshops, events, seminars, or meetings that are a distance outside of the norm to travel to.

Minimum Qualifications

Must have high school diploma or equivalent, graduate with an associate degree in a related field and/or related experience is preferred; should have good working knowledge of administrative procedures with at least two (2) years of similar experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform duties of this position. Education may be substituted by experience on a year-for-year basis. A demonstrated ability to work collaboratively, positively and effectively with others of diverse groups is a must; must have good MS Word and EXCEL skills, and strong customer service, communication and organizational skills. Must also demonstrate dependability, promptness, punctuality, and professionalism at all times. Must be able to manage multiple tasks and projects in a timely manner and work well under pressure. Lastly, this person must be able to successfully pass background and reference clearances; have a valid driver's license, reliable transportation, and current vehicle insurance.

Essential Duties and Responsibilities: Under the supervision of the Youth Program Coordinator or other assigned supervisor, the Youth Programs Assistant is responsible for implementing the Leadership Program in which duties include, but are not limited to the following:

- Create and facilitate successful academic, enrichment and recreational activities that will improve the life skills of youth in the community, including planning, leading and assessing outcomes of workshops.
- Assist Teen Center Coordinator with preparation for community partners' meetings, assisting in identifying and communicating community service projects needed in the community.
- Support youth as they plan, lead and assess community-based events.
- Organize small group discussions with youth after events are completed to collectively assess the strengths and areas for improvement.
- Assist in recruitment and outreach to students, families, and volunteers.
- Assist with the completion of various program reports as well as the collection of data to create statistical reports of student's outcomes.
- Participate in meetings, events, or other special activities.
- Make building rounds while providing encouragement and inspiration.
- May supervise students and provide functional guidance, support and motivation.
- Other duties as assigned.

Working Conditions

Applying for this position connotes an understanding and acceptance of duty in light of potential exposure relating to COVID-19 as you will be required to interface with multiple team members. Performing duties of this position will require wearing protective equipment (e.g., mask, gloves, etc.), and following protective measures enforced by the Company, City, County, State and/or Federal Authorities as it relates to current states of emergencies (e.g., pandemics) or the functions of this position. **Note:** Measures may change based on level of safety concerns. Employee may also be required to spend most of the day walking, standing, sitting at a desk, with some lifting and bending. Must have excellent time management skills, must be able to work well under stress and meet deadlines. Must also be able to travel to other locations for trainings, conferences and/or meetings within or outside our local area and occasionally statewide in which such travel may last one (1) or more days - if/as necessary. Reliable transportation, a valid driver's license and proof of insurance is a must. *Must be able to **provide official proof of vaccination or religious/exemption status** from a verifiable clergy or doctor with contact information and signature included. Employees with approved exemptions will be required to provide COVID testing once a week or more, as necessary, and as enforced by the Company and its Contractors, the County and other applicable laws, regulations, or orders.*

How to Apply

Send a cover letter and résumé to apply@sbwib.org for consideration. Recruitment for this position will end upon receipt of a sufficient number of résumés. Only those applicants with the most relevant qualifications and knowledge will be invited to participate in the oral interview. **No phone calls please.**

The SBWIB, Inc. is an equal opportunity employer. Applicants are considered for all positions without regard to race, color, sex, gender identity, national origin, age, mental or physical disability, medical condition, marital status, sexual orientation, pregnancy, ancestry, religion, military or veteran status, or any other status protected by law.

*The SBWIB, Inc. provides reasonable accommodations consistent with its legal obligations. Therefore, applicants who may need reasonable accommodations or other assistance in relation to a disability or religion, at any point within the application process or thereafter if hired, should immediately inform SBWIB, Inc. by sending an email to apply@sbwib.org. **No phone calls please.***