



Youth Enrichment Services

Job Announcement: Assistant Program Coordinator

Looking for an experienced and energetic Assistant Program Coordinator to work in our After School Programs.

Assistant Program Coordinator will work Monday through Friday 3 hours per day between 2:00PM – 6:00PM. Other hours / opportunities may become available.

Responsibilities Include:

- Supervise elementary, middle or high school age children in our After School programs.
- Assist Site Coordinator in maintaining a safe environment.
- Monitor children during activities and interact with the children to enhance their learning
- Delivery of Direct Services
- Develop and implement programmatic activities in collaboration with the Site Coordinator.
- Supports programmatic initiatives within YES and the communities it serves.
- Any additional duties related to the After School program as assigned by the Site Coordinator.

Basic Skills and Qualifications:

- Previous experience working with youth.
- Must be well organized, self-directed and a team player.
- Strong work ethic, unquestionable reputation for honesty and integrity. Must have the ability to maintain utmost confidentiality at all times.
- High School Diploma Required, Some College preferred
- Bilingual English / Spanish a plus

Job Type: Seasonal

Salary: \$16 - \$19 commensurate with experience

**Please email resume to YSEmployment@yesnews.net
*List Assistant Program Coordinator in the subject portion of the email.***