



Aspen Youth Center

Mail: PO Box 8266, Aspen CO 81612

Physical: 861 Maroon Creek Rd., Aspen, CO 81611

970.544-4130 (phone)

Position(s): Program Assistant – Temporary/Seasonal

Category: May 24, 2021 – September 3, 2021

Reports to: Program Manager

Mission Statement: Aspen Youth Center is dedicated to providing a safe and supportive place where youth connect, learn, and grow during their out of school hours, for free.

Job Description Overview

Under the supervision of the Program Manager, the Program Assistant is responsible for developing and implementing the operational facets of the programs, clubs and activities offered at Aspen Youth Center for the summer of 2021. Other responsibilities include assisting with supervising the youth staff, planning, and leading summer field trips. This position requires an energetic and creative individual who possesses self-confidence, patience and superior organizational skills; an individual dedicated to helping children and teens develop and practice the skills they need to lead healthy and happy lives; an individual who believes in, and understands the nature of non-profit organizations. Hours will be 9am to 5pm or 10am to 6pm, Monday through Friday.

Duties and Responsibilities

Program Development and Implementation:

- Implement innovative, creative and exciting age-appropriate programs for youth in grades 4-12;
- Develop positive relationships with youth in grades 4-12 who use AYC's services;
- Connect with youth visitors to AYC in positive and appropriate manner;
- Maintain communication with Program Manager about the implementation of programs and activities;
- Implement the Summer Field Trip Program, in conjunction with the AYC Bucks program;
- Implement the Community Crusaders Program, in conjunction with the AYC Bucks program;
- Assist in leading Field Trips and Community Crusader projects;
- As directed, assist with the evaluation of all programs and activities;
- Maintain appropriate and timely communication with parents of AYC youth as necessary;
- Act as a role-model and mentor for youth visitors to AYC.

Supervision and Maintenance of Facility:

- Supervise game room / gym / computer lab / kitchen / TV room / high school room during open hours;
- Management of equipment and supply inventory;
- Supervise youth staff;
- Ensure that AYC facility is returned to presentable condition after each use;
- Maintain building security during on-duty hours;
- Complete any and all duties that may be required for the successful operation of AYC programs and activities.

Organizational Duties - Events, Fundraising and Marketing:

- Be prepared to speak with parents, donors and community members about current programs and activities and/or fundraising campaigns;
- Act as an ambassador for the Aspen Youth Center throughout the community;
- Attend AYC fundraising events (evenings and/or weekends);
- Complete any and all duties that may be required for the successful operation of AYC.

Required Qualifications

- Two years' experience working directly with children and/or teens in grades 4 – 12;
- A deep appreciation for children and teens and strong desire to work with them on a daily basis;
- Self-motivated, able to work independently with indirect supervision;
- Ability to manage, organize and prioritize multiple tasks;
- Strong organizational and time management skills and the ability to demonstrate flexibility in dealing with a variety of tasks on a daily basis;
- Ability to deal effectively with ambiguity of tasks;
- High level of initiative – the ability “see” what needs to be done, and then do it;
- Strong written and oral communication skills;
- Ability to be productive in an open and collaborative work environment;
- Willingness and ability to work flexible hours and days (including weekends) as needed for fundraising events, meetings, facility rentals and overnight youth programs;
- Ability to present oneself in a highly professional manner and act as an ambassador for Aspen Youth Center;
- Strong computer skills – Microsoft Word, Publisher, Excel, etc.;
- Be of good moral character as determined by a thorough background investigation;
- Be U.S. citizen or permanent alien resident who is eligible to work in U.S.;
- A strong sense of humor.

Preferred Qualifications

- Experience working with a non-profit organization;
- Experience supervising staff, volunteers, and/or interns;
- Experience working collaboratively with community organizations, schools and other stakeholders;
- Conversational Spanish speaker;
- Working knowledge of child/adolescent development, family dynamics, etc.;

Benefits

- This is a temporary position for the summer of 2021.
- Pay range is \$18 to \$25 per hour, based on experience
- 5 days of paid personal time will be available for this position.
- July 5, 2021 will be a paid holiday, as well.

ASPEN YOUTH CENTER IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Aspen Youth Center to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, gender, national origin, age, sexual orientation or disability.