Position Title: Youth Program Assistant

Community Service Partner: Mission Waco/World, Inc.

Job Description: The Youth Program serves grades 6-12 in the North Waco area. It is an enrichment program that provides classes through creative arts, engineering, aquaponics/gardening, outdoor adventures, and college readiness.

POSITION SUMMARY - Assist the Youth Program by helping to plan and implement daily activities, build relationships with program participant youth, enforce all rules and discipline, help with administrative and cleaning tasks as needed.

FUNCTIONS OF THE POSITIONS - Prepare daily program activities (gather equipment, setup rooms, etc. Enforce all rules and discipline for participants. Reporting and updating with staff and volunteers about program occurrences. Opening, closing and cleaning program spaces.

REQUIRED HARD SKILLS - Technical computer familiarity (Word, Excel, Email, Social media proficiency, Facilities management ability.

REQUIRED SOFT SKILLS - Mature and adept communicator, Flexibility and ability to prioritize well, Problem solving competence, Mature Christian Faith.

LEARNING OUTCOMES - Improve communication skills with various people demographics, improve problem solving ability. Some knowledge of customer service with various demographics, improve knowledge and understanding of youth development.

Hourly Rate: $10.00 - $11.50/hour (depending on new or returning student worker status and/or any recognized special skill level)

Apply for Position: Please attach and email your application materials (application form, resume, and cover letter) to office@missionwaco.org.

Please DO NOT send application materials to Student Employment.