

ASIAN YOUTH CENTER
Position Description

05/30/07

Position Title: Program Assistant
Report To: Program Coordinator
Position Type: Part-time, Hourly

Under the supervision of the Program Coordinator, the Program Assistant will assist in the implementation of a Los Angeles County Department of Probation Program by providing social learning model facilitation and mentoring in an after-school setting at community and school sites, between 2:00-6:30pm with some weekends and evenings.

Summary of Responsibilities

1. Implement social learning models groups, youth development activities and fieldtrips with high risk high-need youth and their families;
2. Assist in the implementation of community education forums & events;
3. Assist in the implementation of Case Coordination Services;
4. Attend required Probation Department and other meetings and trainings;
5. Provide transportation support for clients;
6. Maintain accurate and up-to-date documentation;
7. Other related duties as assigned.

Qualifications:

1. Bachelors Degree preferred, a minimum of two years of school or AA degree required or equivalent experience required;
2. At least 1 year related working experience with high risk youth and families required;
3. Experience working with African-American, Asian or Hispanic children, youth, and parents preferred;
4. Bilingual English and Spanish, Asian Language, or American Sign Language is a plus;
5. Computer Literate, good writing skills, and great communication and facilitation skills;
6. Valid CA drivers' license, excellent driving record, reliable transportation, and auto insurance; and
7. All candidates must pass a government background check that will take 30-90 days.

Pay: \$10-\$12 per hour

Please send a cover letter and resume to the Director of Youth Programs, Michelle L. Freridge. Email michelle.freridge@asianyouthcenter.org , fax (626) 309-0717 or by mail to: Asian Youth Center, 10West Clary Avenue, San Gabriel CA 91776.

The Asian Youth Center is a 20 year old community-based non-profit organization serving the children, youth and families of all ethnicities in Los Angeles County with multi-lingual culturally appropriate health, educational enrichment, and social services. For more information go to: www.asianyouthcenter.org

The Asian Youth Center is an equal employment opportunity employer and adheres to hiring practices in accordance with Federal and State regulations.