

**DUMAS WESLEY COMMUNITY CENTER
JOB DESCRIPTION
ASSISTANT YOUTH DIRECTOR**

Reports To	Latest Update
Executive Director	October, 2018
Supervises	Type
Volunteers, Youth Participants	Hourly, PT

GENERAL SUMMARY

The Assistant Youth Director primarily acts as the liaison between Dumas Wesley Community Center and the neighborhood youth.

PRIMARY JOB FUNCTIONS

Primarily assigned to oversee the After School Achievement Program (ASAP) serving the low-income community of Crichton.

Specific tasks include:

- Recruitment and enrollment of children, youth, adults and senior citizens into the Center’s various programs;
- Recruiting and encouraging neighborhood residents to join and actively participate in community advocacy groups and sports leagues;
- Leading and/or hosting at least two sports leagues each year;
- Hosting resource and/or community fairs for neighborhood residents, annually;
- Leading extra-curricular activities as well as tutoring and computer lab activities;
- Serving as a liaison between law enforcement, city governmental agencies, and social service agencies and neighborhood residents, and scheduling and coordinating regular community meetings held throughout the community and at the Center;
- Recruiting and supervising youth participating in Summer Rec programs and activities;
- Demonstrating leadership and the ability to build effective community partnerships, including monthly attendance at Community Action Group (CAG) meetings;
- Keeping accurate records of client contacts, attendance and other statistics as required;
- Reporting on grant data for all grants which fund program;
- Working with the Executive Director to set measurable goals and outcomes for program

OTHER JOB FUNCTIONS

- Assists the Executive Director and Youth Director with special events benefitting youth programs, including but not limited to: Toy Store, Annual Meeting and Volunteer Recognition Dinner.
- Responsible for opening and closing of facility for activities which serve neighborhood residents.
- Other job responsibilities as requested by the Executive Director.

EDUCATION

- Bachelor's degree or equivalent work experience required. 1-2 years’ experience working in with youth preferred. Knowledge of and interest in nonprofit sector desirable.