

## Youth Program Assistant

The Youth Program Assistant provides essential operational and administrative support to Laurel Civic's youth empowerment programs. This position plays a vital role in helping children and teens by providing structure within a nurturing environment, enabling them to overcome academic challenges and prepare for successful futures.

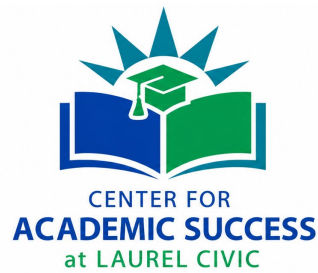
The Youth Program Assistant reports to the Director of Youth Programs and works closely with the Program Coordinator, while also supporting general administrative functions across Laurel Civic, including food distributions and fundraising events.

## Responsibilities

- Schedule and coordinate appointments with prospective students and families, and collaborate with parents to address questions or concerns, referring issues to staff as needed.
- Assist with recruiting, scheduling, and supporting on-site and off-site volunteers, including helping coordinate volunteer orientation and training.
- Maintain and update program databases (Trax's), assist with grant data collection and reporting, and help compile program data for reports on outcomes, trends, and services.
- Assist with referrals, intake, and coordination of children referred for services, and maintain confidential participant files and documentation.
- Support communications and outreach, including website content, social media, marketing channels, client surveys, family stories, testimonials, and community events.
- Assist with collection and reporting of annual membership fees, and support program waitlists, scheduling, and parent communications.
- Work directly with students alongside the Program Director, Program Coordinator, teachers, and volunteers.
- Provide administrative support, including photocopying, scanning, mailing, filing, records, meeting materials and agendas, and program supply inventory and purchasing.
- Serve as the first point of contact by greeting visitors and answering phones.
- Set up and break down the gymnasium daily, including arranging tables and chairs for students, and help keep the workspace clean and organized, including end-of-day cleanup and trash removal to prepare for the next day.
- Assist with special projects and other duties as assigned.

## Qualifications

- Commitment to Laurel Civic Association's mission, vision, and values.
- Bachelor's degree in education, social work, nonprofit management, human services, communications, or a related field preferred. Equivalent experience may be considered.
- Bilingual proficiency in English and Spanish is a plus, though not required.
- 1-3 years of administrative or program support experience.



- Demonstrated accuracy in data entry and database management.
- Experience using Microsoft Office 365, with the ability to quickly learn program databases, CRM systems, and cloud-based software.
- Strong verbal and written communication skills.
- Dependable with a strong work ethic.
- Ability to work effectively with children, demonstrating patience, empathy, and positive guidance.
- Skilled in multitasking and organization in a fast-paced environment.
- Must pass a Level 2 background screening and drug screening, and maintain a valid Florida driver's license with an acceptable driving record.
- Reliable transportation for local travel as needed.
- Demonstrated ability to exercise sound judgment, maintain confidentiality, and interact professionally with children, families, volunteers, donors, and community partners.

We also value adaptability, collaboration, initiative, strong planning and organizing skills, and a high standard of accountability in everyone who joins our team.

### **Work Schedule**

This is a full-time position, generally Monday through Friday, with some evenings and occasional weekends required for youth programs, special events, fundraisers, and community activities.

### **Compensation & Benefits**

Salary range: \$45,000 to \$52,000 annually, depending on qualifications and experience. Benefits include paid holidays, paid time off, a monthly health benefit reimbursement, professional development opportunities, and a supportive, mission-driven work environment.

### **Growth Opportunities**

This position is a strong entry point into Laurel Civic Association, with opportunities to grow into roles such as Program Coordinator and other positions throughout the organization.

### **Physical Demands / Work Environment**

This position requires frequent sitting, walking, and standing; occasional lifting, pushing, or pulling up to 50 lbs.; and regular use of hands, eyes, and clear communication for office and program tasks. Reasonable accommodations are available for individuals with disabilities.

### **Disclaimer**

This job description is not exhaustive and may be revised as necessary. Laurel Civic Association reserves the right to assign or reassign duties and responsibilities at any time.

Position description updated and approved by the CEO on June 30, 2026.