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### **Our Mission**

Our mission is to work with neighborhood residents and partners to create a vibrant and thriving community through empowerment and advocacy while meeting basic needs.

### **Our Vision**

Our vision is to create an equitable and empowered community.

### **Our Values**

The Cameron community is:

*Trustworthy Caring Respectful Dedicated Effective*

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## **Position: Youth Program Assistant**

**Reports to:** Youth Program Director

**Schedule:** Monday – Friday from 2:30pm – 6:30pm

**PROGRAM DESCRIPTION:** Cameron Community Ministries' Youth Program is an academic and enrichment focused afterschool program that serves youth in grades K-6. Youth receive homework assistance, are engaged in fun and educational activities, and are served snacks and a meal.

### **KEY RESPONSIBILITIES**

- Actively engage with youth program participants
- Assist youth with homework or other academic assignments
- Prepare, facilitate and engage youth with recreational and educational activities
- Participate in all activities alongside youth
- Model positive behavior, act as a role model, and redirect youth's behavior when necessary
- Direct volunteers to assist with tutoring or other activities
- Complete paperwork as necessary, such as attendance records, incident reports and food service records
- Attend trainings related to youth development, youth work, and professional development
- Maintain a clean and organized workspace
- Serve and clean up during meals
- Attend weekly staff meetings, check-ins with Director

### **QUALIFICATIONS**

- Knowledge and understanding of youth growth and development
- High School Diploma or GED required
- One year of direct experience working with children less than 13 years of age
- Computer proficiency (e.g., Word, Excel, PowerPoint, Publisher)
- Ability to work sensitively with people of diverse cultural, racial, and economic backgrounds
- Interest in issues of poverty, at-risk urban youth, and families
- Strong work ethic, self-motivated, team player, highly ethical
- Proficiency in Spanish is a plus

**TO APPLY:** Submit resume and cover letter to [jonathan.coyle@cameronministries.org](mailto:jonathan.coyle@cameronministries.org)

**CCM is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, or disability status.**