



WEST MARIN COMMUNITY SERVICES

Every one. All ways.

Youth Program Assistant

Position Summary

West Marin Community Services (WMCS) seeks a Youth Program Assistant to support day-to-day operations for the Tomales Bay Youth Center (TBYC) in Point Reyes, California. Work will be 15-18 hours a week at \$25 per hour to start.

This position will work under the guidance of the Youth Program Director to help manage in-person and virtual program features, calendars, member lists as well as coordinate with instructors, coaches, and community partners. The ideal applicant needs to be able to gather knowledge of program projects for the purpose of speaking and sharing information with the school, parents, and youth.

About TBYC and the Youth Program

Established in 2011, the TBYC opened its doors for after school and weekend programs for West Marin youth. TBYC is a diverse youth-driven program offering a safe, supervised space for West Marin students to gather and engage in positive group activities. Our recreational center, “The Lounge” is located on the West Marin School campus in Point Reyes Station. WMCS adopted TBYC in July 2021 with the vision of growing into a fully comprehensive Youth Program for West Marin.

About WMCS

For more than 40 years, WMCS has provided critical support in many forms – supplying food, clothing, household items, childcare, and much more to those in need. Our mission is to support programs and services that ensure the well-being of individuals and families in West Marin. Self-sufficiency, human dignity, and social justice are the values that guide our efforts.

Core Responsibilities and Duties

- Support coordination with primary programs and special projects.
- Management of group activities, recreational programs, community services centers, youth, aquatic environments, and/or athletic facilities.
- Support engagement with parents, community partners, and staff to offer diverse, experiential learning activities that align with our Learning in Afterschool framework.
- Participation in required professional development and safety trainings such as CPR, Cultural Competencies, Restorative Practices etc.

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Day-to-Day

- Interpretation and enforcement of school and youth program rules and procedures, especially in the interest of safety for the youth.
- Assist with website content and updates, emails, social media, membership data tracking, and communication with youth and families.
- Track deliverables in compliance to grant agreements.
- Working knowledge of program communication, marketing, and calendars.
- Inventory of equipment and materials.
- Meet with Youth Services Director weekly and as needed to plan projects and keep to a schedule according to the Youth Program Calendar.
- Curate, facilitate, and participate in monthly Youth Program staff meetings with updates and topical information.
- Directly coordinate with the West Marin Field Committee and after school sports.
- Support fundraising events, mailings, and special program features.

Minimum Qualifications

- Previous experience working with youth and/or camps, at least two years.
- High School Diploma or equivalent.
- Excellent written and verbal communication skills.
- Basic computer and software skills, especially Microsoft Office Suite and social media.
- Must be able to work at a computer for long periods.
- Able to bend, reach, and lift to assist with the occasional moving of supplies.
- Willingness to work as an effective team member.
- Must possess and maintain a valid California Class C driver's license and have a satisfactory driving record.
- Able to pass a background check and, upon hiring, submit fingerprints to Shoreline Unified School District.

Preferred Skills and Experience

- Knowledge of West Marin community, non-profit, and government agencies.
- CPR Certification strongly recommended
- Excellent customer service techniques.
- Basic management, including operations and maintenance.
- Ability to maintain amicable and productive relationships with a variety of people.
- Effective communication with co-workers, supervisors, subordinates, volunteers, and the public to convey information and to receive direction.
- Bilingual
- Strong leadership and confidence with youth and families to develop engagement, motivation, cooperation, and accepting feedback.



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- Proficient core skills including analytical and problem-solving abilities.
- Efficient time management and ability to multitask.
- Adaptability to serve the community as it changes and grows.

Contact

Please send resumes and references to [hiring@westmarincommunityservices.org](mailto: hiring@westmarincommunityservices.org)