

## Youth Program Assistant I/II

### About [WMCS](#)

West Marin Community Services (WMCS) is the central hub for a diverse range of services that support our neighbors in West Marin struggling to make ends meet. We adapt to ever-changing circumstances, address needs not met by other organizations or government programs, and work to bring our community closer together. For more than 40 years, we have responded to crises with vital support taking many forms – supplying food, clothing and household items, referrals, sponsorship of other local non-profits, and more to community members in need.

### About the WMCS [Youth Program](#)

The WMCS Youth Center on the West Marin Elementary School campus was adopted in 2021 by the organization to continue to offer and expand, meaningful, hands-on programming for youth and families in West Marin. Our Youth Center is open Monday through Friday during the school year offering daily activities such as art, cooking classes, tutoring, mountain biking, music, field trips, and more. Camps during school breaks offer engaging and enriching activities to stay safe and healthy when school is out of session.

### Job Overview

WMCS seeks two Youth Program Assistants to support day-to-day operations at the Youth Center on the West Marin Elementary School campus in Point Reyes Station. These positions will work under the Senior Youth Program Coordinator and Youth Program Assistant Coordinator to help students develop academic, physical, and social skills through tutoring, mentorship, and outdoor activities. The Assistants will supervise and interact with youth in a drop-in setting, creating an environment that is safe and enriching.

### Youth Program Assistant I

Entry-level position with direct supervision, applicants have limited experience with youth.

### Youth Program Assistant II

Intermediate-level position, distinguished from level I by the ability to perform the majority of the duties assigned with minimal supervision and occasional instruction or assistance. Applicants should have at least one year of experience working with youth.

**Open positions:** 1 – 2 hires

**Pay:** \$20 - \$22, depending on experience

**Job-type:** in-person, 16 – 18 hours per week

**Ideal start date:** as soon as possible

**Schedule:** Monday through Friday, 2:30 – 6pm, Wednesdays 1 – 5pm during the school year.

**Assistant I:** 2 -3 days per week as-needed, **must be available on Wednesdays.**

**Location:** WMCS Youth Center on the West Marin Elementary School campus

**Application:** Send resume, cover letter, and 3 references to [hire@westmarinc.org](mailto:hire@westmarinc.org)

11431 State Route One, Suite 10, P.O. Box 1093, Point Reyes Station, CA 94956  
415-663-8361 [www.westmarincommunityservices.org](http://www.westmarincommunityservices.org)

### Position Summary and Duties

- General assistance with youth supervision
- Assistance with homework and academics; physical activity
- Foster an engaging and inclusive environment
- Participate in assigned professional development and safety training
- Enforce school and Youth Program rules and procedures, especially to ensure safe practices
- Assist with cleaning the Youth Center; track and maintain program supplies

### Minimum Qualifications

- Previous experience working with youth and/or camps, at least one year for Assistant II
- For Assistant I, eager to learn and gain experience in youth programming
- Excellent written and verbal communication skills for Assistant II
- Able to bend, reach, and lift to assist with the occasional moving of supplies and gear
- Willingness to work as an effective team member
- Able to pass a background check and, upon hiring, submit fingerprints to an FBI LiveScan
- Authorized to work in the United States

### Preferred Skills and Experience

Possessing the following will distinguish Assistant I from II:

- Knowledge of West Marin community
- High School Diploma or equivalent
- CPR Certification strongly recommended
- Possess a valid California Class C driver's license and satisfactory driving record
- Excellent customer service techniques
- Knowledge of arts, dance, drama, or sports
- Effective internal and external communication to receive direction and convey information
- Bilingual speaking and writing in English and Spanish
- Strong leadership and confidence with youth and families to develop engagement, motivation, cooperation, and accepting feedback
- Proficient core skills, including analytical and problem-solving abilities

### Equal Opportunity Employer Committed to Workforce Diversity

WMCS prohibits discrimination based on race, religion, national origin, gender, sexual orientation, gender identity, age, physical or mental disability, or veteran status. This policy applies to recruiting, hiring, promotions, terminations, compensation, and benefits.

Studies have shown that women, BIPOC, AAPI, and LGBTQ+ people may be less likely to apply for jobs unless they meet 100% of the qualifications listed. **We encourage you to apply even if you do not meet all the above qualifications. Preference will be given to applicants who are bilingual in English and Spanish.**



WEST MARIN COMMUNITY SERVICES

*Every one. All ways.*

We are interested in finding the best candidate for the job, and that candidate may come from a less traditional background. We want someone who believes in our mission and can contribute to our team in a variety of ways.

**Contact**

Please send resume, cover letter, and 3 references to [hiring@westmarincs.org](mailto: hiring@westmarincs.org)