



## **Job Description**

**JOB TITLE:** Youth Programs Assistant  
**JOB STATUS:** Part-time Non-Exempt  
**BENEFITS:** Prorated Vacation, Sick and Holiday, 401k  
**REPORTS TO:** Program Manager – Creative Youth Development  
**PAY RANGE:** \$18-\$22 / per hour

### **Overview**

The Youth Program Assistant provides essential support to Centrum's youth programming by assisting in the planning, communication, and on-site coordination of day and overnight arts-based youth programs throughout the year. The role requires a combination of administrative support, hands-on event coordination, communication with youth participants and families, and collaboration with Centrum staff, faculty, and partners. The Youth Program Assistant ensures that programs run smoothly and deliver a high-quality, inclusive, and welcoming experience for all.

### **Primary Responsibilities**

#### **Administrative & Communication Support**

- Assist with communication to schools, students, families, and chaperones regarding program schedules, logistics, and expectations.
- Coordinate distribution of pre-program materials such as welcome packets, supply lists, and family letters.
- Maintain program records and documents, including student lists, meal counts, dorm assignments, and faculty contracts.
- Support registration processes and help with allocation of scholarship funds.
- Track and organize supplies for programming and administrative needs.

#### **Program Coordination & Implementation**

- Assist in creating and updating detailed program schedules in coordination with Program Manager.
- Support logistics for housing, meals, classroom space, and faculty needs in coordination with Fort Worden Hospitality.
- Assist in set-up and tear-down of program spaces and materials.
- Support onsite program delivery, including transitions, orientations, evening programs, and group activities.
- Assist with post-program debriefs and evaluation processes.

#### **On-Site Program Support**

- Be present on-site at Fort Worden during youth programs.
- Provide logistical and customer service support to faculty, participants, and families.
- Serve as a liaison between Centrum departments (Tech, Operations, Communications) and youth program staff during programs.

- Help manage safety, supervision, and engagement during youth residency periods.

#### **Additional Duties**

- Attend staff meetings and assist with other Centrum events as needed.
  - Occasional evening and weekend hours are required.
  - Perform other duties as assigned by the Youth Program Manager.
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#### **Qualifications**

- At least one year of administrative or youth program experience.
  - Experience working in education, arts, youth development, or a nonprofit setting preferred.
  - Proficiency in Microsoft Office (Word, Excel, Outlook).
  - Strong organizational skills and attention to detail.
  - Excellent communication and interpersonal skills.
  - Ability to manage multiple tasks and meet deadlines.
  - Comfortable working with students, families, faculty, and diverse populations.
  - Availability to work flexible hours during youth programs, including some evenings and weekends.
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#### **Core Competencies**

- Team-oriented and collaborative work style.
  - Passion for youth arts education and inclusion.
  - Culturally responsive and adaptable.
  - Effective communicator, both written and verbal.
  - Able to work both independently and in team settings.
  - Committed to Centrum's mission, values, and DEI goals.
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#### **Physical Requirements & Potential Hazards**

- Ability to lift/carry up to 25 lbs.
- Frequent walking, standing, bending, reaching, and use of hands/fingers.
- Occasional work outdoors and in various weather conditions.
- Ability to respond to emergency situations in a youth setting.

## Youth Programs Administrative Assistant

### PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

**NA:** Not applicable, not required of this position.

**NE:** Requirement is present, but is not essential to the position.

**O:** Occasional, up to 33 percent of the time and essential to the position. (For example, a lifeguard swims only occasionally, but it is essential that a lifeguard be able to swim.)

**F:** Frequent, 34-66 percent of the time.

**C:** Continuous, over 66 percent of the time.

|                                    | NA | NE | O | F | C |
|------------------------------------|----|----|---|---|---|
| Sitting                            |    |    |   | X |   |
| Walking                            |    |    | X |   |   |
| Standing                           |    |    | X |   |   |
| Running                            | X  |    |   |   |   |
| Bending or twisting                |    |    | X |   |   |
| Squatting or kneeling              |    |    | X |   |   |
| Reaching above shoulder level      |    |    | X |   |   |
| Climbing (e.g. stairs, ladders)    |    |    | X |   |   |
| Driving cars, light duty trucks    |    | X  |   |   |   |
| Driving heavy duty vehicles        | X  |    |   |   |   |
| Repetitive motion of hands/fingers |    |    |   |   | X |
| Grasping with hand, gripping       |    |    | X |   |   |

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|  | NA | NE | O | F | C |
|--|----|----|---|---|---|
| Lifting/carrying 10-25 pounds  |    |    | X |   |   |
| Lifting/carrying 26-50 pounds  | X  |    |   |   |   |
| Lifting/carrying more than 50 pounds                                 | X  |    |   |   |   |
| Pushing/Pulling  |    |    | X |   |   |
| Using Foot Controls  | X  |    |   |   |   |
| Work in/exposure to inclement weather                                |    | X  |   |   |   |
| Work in/exposure to cold water                                       | X  |    |   |   |   |
| Exposure to dust, chemicals or fumes                                 | X  |    |   |   |   |
| Work/live in remote field sites                                      | X  |    |   |   |   |
| Use of hazardous equipment (e.g. guns, chainsaws, explosives)        | X  |    |   |   |   |
| Swimming, scuba diving   | X  |    |   |   |   |
| Work at heights (e.g. towers, poles)                                 | X  |    |   |   |   |
| Exposure to infection, germs or contagious diseases                  |    | X  |   |   |   |
| Exposure to blood, body fluid, or potentially contaminated materials |    | X  |   |   |   |
| Exposure to needles or sharp implements                              | X  |    |   |   |   |
| Use of hot equipment (e.g., ovens)                                   | X  |    |   |   |   |
| Exposure to electrical current                                       | X  |    |   |   |   |
| Seeing objects at a distance   |    |    | X |   |   |
| Seeing objects peripherally  |    |    | X |   |   |
| Seeing close work (e.g., typed print)                                |    |    |   |   | X |
| Distinguishing colors  |    |    | X |   |   |
| Hearing conversations or sounds                                      |    |    |   |   | X |

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|                                     | <b>NA</b> | <b>NE</b> | <b>O</b> | <b>F</b> | <b>C</b> |
|-------------------------------------|-----------|-----------|----------|----------|----------|
| Hearing via radio or telephone      |           |           |          |          | X        |
| Communicating through speech        |           |           |          |          | X        |
| Communicating by writing/reading    |           |           |          |          | X        |
| Distinguishing odors by smell       |           |           | X        |          |          |
| Distinguishing tastes               |           |           | X        |          |          |
| Exposure to wild/dangerous animals  | X         |           |          |          |          |
| Exposure to insect bites or stings  |           | X         |          |          |          |
| Work/travel in boat/small aircraft  | X         |           |          |          |          |
| Exposure to aggressive/angry people |           |           | X        |          |          |
| Restraining/grappling with people   | X         |           |          |          |          |
| Other:                              |           |           |          |          |          |
| Other:                              |           |           |          |          |          |
|                                     |           |           |          |          |          |

Items checked above must be consistent with tasks listed.

**Are there any other physical or mental requirements of this position not addressed above?**

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

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Employee Signature

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Date

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