

**Internal Job Posting**  
**Youth Program Assistant**  
12/01/2021

**RefugeeOne is seeking a Youth Program Assistant**

**Position**

The Youth Program Assistant will supervise and interact with refugee youth in Grades K through 12, to assist in their academic, social and cultural adjustment to life in the US.

The position is 32 hours/week- Must be available 3:00pm – 7:00pm Monday through Friday during the school year; hours shift during 6-week summer program.

**Responsibilities:**

- Collaborate with Youth Activities Coordinator to promote healthy adaptive behavior, establish clear expectations and enforce consequences for disruptive behavior.
- Purchase, prepare and serve daily snacks to youth participants.
- Ensure that basic physical and emotional needs are met
- Ensure that the youth program environment is well-maintained
- Maintain daily and monthly attendance records
- Supervise After-School Program in the absence of the Youth Activities Coordinator

**Qualifications:**

Required:

- High school graduate or equivalent
- Strong computer skills including Microsoft Office, Outlook, Word and Excel
- Experience working with young people

Preferred:

- Fluency in Arabic, Swahili, Kinyarwanda, Pashto or Dari.
- Experience working with individuals and groups from diverse ethnic and cultural backgrounds.

**To Apply**

Please submit cover letter and resume to Jan Douglas at [jdouglas@refugeeone.org](mailto:jdouglas@refugeeone.org).

**NO PHONE CALLS, PLEASE**