



The Oregon Youth Center (OYC) is currently seeking a responsible, creative, and enthusiastic individual to fill our Youth Center Program Assistant position. The Youth Center Program Assistant will work with the Youth Center Director to put on relevant programming for middle school-aged youth in the city of Oregon, WI. OYC programming based on the interest of the youth and overall needs of the community including academic support, arts, life skills, community service and leadership development. Our target audience are middle and high school aged students, specifically 5th-9th grade. Our program emphasizes positive youth development with a diverse group of young people. A portion of our programming is virtual and we offer some work-from-home options. We hope to begin opening the center to small, controlled groups of kids, in which case the assistant will need to be on location at the center and willing to follow COVID guidelines based on Dane County regulations.

For more information on OYC, please visit our website: [www.oregonyouthcenter.org](http://www.oregonyouthcenter.org).

### **Job Duties**

- Support implementation of programming for virtual and in person
- Facilitate daily programming activities.
- Support Director with the daily direct services of the center.
- Work directly with the youth, teens and adults at the youth center.
- Support tracking of accurate records of daily programming.
- Maintain a positive, clean, safe atmosphere for all center youth as well as serve as a positive role model.
- Attend weekly staff meetings
- Performs other appropriate tasks as assigned by the Director.

### **Qualifications**

- High School Diploma
- Minimum of 2 years of related youth experience
- Minimum of 1 year of related programming experience
- Proven experience with virtual communications platforms such as Zoom, YouTube, Google, etc.
- Passed background check
- CPR / First Aid certification (must be obtained within six months of hire)
- Must be able to lift 50 pounds and participate in activities that require physical exertion.

This is a part-time up to 20 hrs/wk position. If you are interested in this position, and meet the qualifications above, please send a cover letter and resume to [director@oregonyouthcenter.org](mailto:director@oregonyouthcenter.org). Applications will be accepted until the position is filled. We look forward to hearing from you!

Oregon Youth Center is an Equal Opportunity/Affirmative Action Employer.