



## ASSISTANT PROGRAM COORDINATOR

### **Organizational Overview**

Youth Enrichment Services (YES) is a successful non-profit organization that provides urban youth with new outdoor experiences, confidence-building activities, and leadership programs. YES offers a year-round continuum of programs that promote physical activity and guides youth toward positive development, leadership training, community service, career programming, and college planning.

### **Position Overview**

Through a partnership with Up2Us Sports, YES is seeking a part-time, 19 hour/weekly, Assistant Program Coordinator starting January 2019. This stipend, year of service position is responsible for a full range of activities related to program execution with a focus on direct service with youth ages 7-18.

The Assistant Program Coordinator will spend time in the field with groups mid-week and Sundays January-March. In the spring and fall the position will be responsible for co-facilitating climbing, kayaking, biking, and fishing outings with middle school groups during the day and after school. In winter the activities will shift to downhill skiing/snowboarding on weekends and cross-country skiing on week days. In summer the position will be responsible for co-facilitating the YES summer camp sessions in the Berkshires and around Boston.

### **Scope of Work & Responsibilities**

- Builds relationships with fellow YES staff, strategic partners, and expert partners to create an open and cooperative environment which seeks to strengthen programming and ensure safety
- Co-facilitates weekly outdoor activities (rock climbing, fly fishing, skateboarding, mountain biking, skiing and snowboarding)
- Acts as role model and instructs groups of 10-15 youth alongside expert partners and other YES staff.
- Assists the programs team in coordinating logistics for program promotion, recruitment of youth and chaperones, registrations, transportation, attendance tracking, and reporting of program outcomes alongside the Community Outreach Coordinator

### **Requirements**

- College degree or equivalent experience
- 2+ years of experience working in the youth development field, especially ages 10-14
- Experience working outdoors with youth and an interest in outdoor adventure
- Passion for the YES mission of creating opportunities for urban youth

### **Competencies**

- Ability to manage youth behaviors and mediate conflict
- Understanding of risk management
- Enthusiastic self-motivator able to problem solve creatively
- Understanding of equity, diversity, and inclusion practices

### **Stipend & Benefits**

A living stipend is divided and paid out bi-weekly. Upon completion of the year of service an education award is given. YES also offers an excellent array of internal and external professional development opportunities tailored to suite individual interests.

To apply please send resume and cover letter to Shiona DeCarvalho at [sdecarvalho@yeskids.org](mailto:sdecarvalho@yeskids.org)