



Job Title: Youth Development Assistant

Position: Youth Development Assistant

Program: Presbyterian Community Center

Location: 1228 Jamison Avenue, SE, Roanoke, VA 24013

Hours: See Below

Contact: Lorelei Pilcher - lpilcher@pccse.org

About Us: Presbyterian Community Center (PCC) is dedicated to providing support and resources for at-risk children and families in SE and NE Roanoke through our Pathways for Youth program. Our mission is to foster a nurturing environment that helps children and youth thrive, empowering them to reach their full potential. We offer a variety of programs aimed at addressing the challenges faced by inner-city communities, with a strong focus on education, personal development, mental health counseling and family support.

Position Overview: We are seeking a compassionate and dedicated Youth Development Assistant to join our Pathways for Youth team. The ideal candidate will have a passion for working with at-risk youth and families, a strong background in education or social services, and the ability to assist in managing the daily operations of our after-school and youth programs. This role involves direct interaction with children, youth, and their families, as well as coordination with school systems, volunteers, and other community resources.

Key Responsibilities:

- Provide care and supplemental support for Pathways students, fostering a positive and nurturing environment.
- Assist Pathways Coordinators with groups with youth ranging from 1st-12th grade
- Provide direct instruction and facilitate groups as needed within all program levels
- Collect and maintain records of monthly family activity fees, including managing hardship applications.
- Oversee the REMIND communication system for daily parent updates.
- Coordinate with Roanoke City Schools and transportation departments for maintaining and updating transportation needs.

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- Supervise volunteers during homework and tutoring activities.
 - Complete tracking reports and paperwork to meet specific funding and grant requirements.
 - Attend interagency meetings and research trends in child programs to improve services.
 - Ensure compliance with Religious Exemption Licensure requirements, including maintaining and updating student records and required documents.
 - Manage the maintenance of the PCC van, including scheduling regular inspections and services.

Qualifications:

- Associate's degree or higher in Education, Social Work, or a related Human Services field.
- Experience in the development, funding, and management of programs for at-risk children and families or clients preferred.
- Strong oral and written communication skills, with proficiency in Microsoft Word, Excel, and PowerPoint.
- Ability to work independently as well as part of an interdisciplinary team.
- Commitment to the PCC mission and experience working with diverse populations

Requirements After Employment:

- Completion of a background check, fingerprinting, and yearly physical.
- Training in Bridges Out of Poverty, R Rules, Getting Ahead, MAT, CPR/First Aid, Mental Health First Aid for Youth, Trauma/ACES, and Feeding America of Southwest Virginia's annual training.

How to Apply: Interested candidates should submit a resume and cover letter detailing their relevant experience and qualifications to lpilcher@pccse.org by September 13, 2024.

Hours: 30 hours per week August-May (12:00- 6:00 Monday-Friday), 20 hours per week June and July (9:00 to 2:00 Monday-Thursday). Hours may vary depending on events and other requirements as needed.

Pay Range: \$13.50- \$15.00 – based on education and experience.

PCC is an equal opportunity employer and encourages applications from individuals of all backgrounds.

Join us in making a difference in the lives of children and families in our community!