



## **Program Assistant**

### **The Pittsfield Youth Workshop (PYW)**

After school teen center looking for an energetic and creative individual to help enrich the lives of young people, by providing high quality and fun activities during out of school time.

This is a part-time hourly position, with a pay range of \$15-17/hour to start. Weekly work hours may vary; with approximately 15-18 hours per week (*additional hours may be available*). We ask that candidates be available when the Drop-In Center is open (3:00-6:00PM) on school days – with additional hours on Wednesdays for early release (1:00-6:00PM). There is the potential of occasional evening hours; school vacations and summer schedule varies. Potential for advancement in the organization for the right candidate.

The Pittsfield Youth Workshop (PYW) is a nonprofit youth organization committed to providing programs and services that empower youth by helping them to develop useful skills, self-esteem, and meaningful friendships, by involving them in activities that are interesting, challenging, and healthy avenues to self-discovery. PYW operates an afterschool Drop-In Center, offers trips and excursions, and programs for youth in grades 6-12 from Pittsfield, NH and the surround area.

### **Responsibilities:**

- Assist with Direct Service Activities, Programs and Trips
- Assist with Upkeep of Center
- Assist with meal prep and coordination of food pantry
- Supervise Youth Drop-In Center & Activities

### **Direct Service:**

- Drop-in and Academic Enrichment
- Coordinate and run programs and activities in coordination with Program Director
- Trips and Excursions
- Community Involvement and Service Learning Activities

### **Administrative:**

- Prep for Direct Service Activities & Programs
- Facility Maintenance & Upkeep

### **Qualifications:**

- Must be 21 Years of age or older (*or turning 21 in the near future*)
- Must pass criminal background check and have clean driving record
- Preferred - experience working with youth in Middle and High School (grades 6-12)

Qualified applicants email resume, with three professional references, and cover letter to [info@pittsfieldyouthworkshop.org](mailto:info@pittsfieldyouthworkshop.org) – with the subject line “PYW Program Assistant”.