



**Job Description for Community Center Program Assistant  
Mack Road Partnership and ReIMAGINE Mack Road Foundation**

<b>Position Title</b>	Community Center Program Assistant
<b>Status</b>	Full time- Hourly (starting wage \$20.00 per hour)
<b>Program</b>	Mack Road Valley Hi Community Center (the Center)
<b>Reports To</b>	Community Center Program Coordinator

**General Job Description:**

Under the immediate supervision of the Community Center Program Coordinator, the Community Center Program Coordinator Assistant (CCPA) is responsible for programming and day-to-day operations of the Mack Road Valley-Hi Community Center. The facility is located in an under-resourced neighborhood of South Sacramento.

The CCPA is responsible for the utilizing a positive youth-development framework to implement violence reduction and prevention programming (after-school, evening, and summer prevention programs, events, activities). The CCPA supports the coordination programming for youth participants of the Mack Road Valley Hi Community Center. This position serves as an assistant to the Community Center Program Coordinator, including, on-site program supervision of youth, volunteers, and other program staff (as assigned).

This position has daily interaction with the public, community partners, at-risk children/youth, and parents. The CCPA is responsible for ensuring program services/activities/events are available to neighborhood youth; population at-risk, low-income, school-aged children and youth (and their families) in the Mack Road-Valley Hi neighborhood.

This position is a full-time, hourly position and requires evening and some weekend days. The schedule is based on program needs and flex time is offered. The CCPA position requires experience working and assisting in the implementation and daily operation of youth programs.

Experience and knowledge serving at-risk youth and/or marginalized populations, trauma informed programming and application, positive youth development, prevention based programs, of a thorough knowledge of principles, practices, and methods of community based/afterschool programming. Ability to communicate effectively both orally and in writing; Recordkeeping and report writing required. Maintains effective, professional working relationships with youth, staff, volunteers, community partner, law enforcement, and the general public. Mandated Reporter, First Aid, and CPR certified.

**Duties of the position include, but are not limited to:**

**PROGRAMMING:**

- Assist and support the planning and coordination of community outreach and special events, coordination of volunteers, and responsible for direct program services and operations.
- Assist and support the coordination of day-to-day activities and calendars at the Center
- Participates in the supervision of program youth and volunteers
- Engages and activates at-risk youth with Center program offerings
- Implements youth violence-reduction/intervention programming



Engage. Empower. Thrive.

- Ensure youth target population are offered a varied of alternation, safe, drug & violence- free alternative activities hosted by the MRVH Community Center
- Conducts community outreach
- Works in conjunction with Community Center Program Coordinator to create partnerships and collaborations with area service providers to bring resources to youth/families serve at the Center.
- Collaborates and serves as a liaison with area elementary, middle, and high schools
- In cooperation with and support of Community Center Program Coordinator, assists with planning and implements the Center's program calendar
- Supports and participates in agency events and projects
- Assists in the recruitment and coordination of volunteers for the special projects and Center activities
- Program data tracking
- Program Reports and documentation
- Assist with social media outreach/posting for Center program events and activities
- Must be able to move and handle items exceeding 30 pounds on a daily basis; ability to bend and lift
- Other duties as assigned

#### **CENTER HEALTH & SAFETY**

Works in conjunction with Community Center Program Coordinator to:

- Ensure daily organization and cleanliness of facility- Ensures cleanliness and sanitation of bathrooms kitchen area, hard surfaces and floors. Maintains organization of facility supplies. Ensures garden area, patio spaces, areas surrounding the entrances and exits of Center are clean and accessible
- Ensures that safety standards and precautions are followed in recreation and facility management activities
- Maintain physically and emotional safe program space for youth
- Other duties as assigned