



Position Announcement: Youth Program Assistant

Position Status: Part time, hourly

Compensation: DOE (interns encouraged)

Approval: Tacoma Community Boat Builders Executive Director

Job Summary

Do you want to work with, and on behalf of, underserved youth in need of a positive adult presence in their lives? The role requires an organized, responsible, compassionate person able to interface with program youth, our staff and volunteer mentor-craftspeople, and to document our work. The court involved youth programs at Tacoma Community Boat Builders (TCBB) are data-driven social intervention programs providing mentorship and hands-on learning for court involved youth. The Youth Program Assistant position is an important role in a small, growing community-based organization with a big mission. In this role, the successful candidate will be responsible for ensuring that all youth feel welcome and understand the nature and opportunities of the TCBB programs, and assist in administrative tasks related to tracking our youth participants including: intake processing, ensuring that each youth is paired appropriately, monitoring progress and outcomes for each youth, maintaining databases and reports on participants.

Successful applicants will have a record of integrity in the workplace, exhibit a positive track record working with underserved youth or children, demonstrate the requisite level of administrative capabilities, possess an ability to work effectively in a complex team-based environment, and be deeply committed to the TCBB mission.

This position reports to the Executive Director of TCBB.

This position requires a background check approved by Pierce County Juvenile Courts.

Primary Responsibilities

The primary responsibilities of the Youth Program Assistant are:

- Work directly with youth referred to TCBB to ensure each youth experiences the full complement of positive youth development programming.
- Conduct individual intake and orientation process for each new participant.
- Document youth participation in visual and a written format.
- Communicate regularly with program staff and volunteers regarding each youth.
- Coordinate with Executive Director regarding case management and other elements of participant oversight.

Minimum Qualifications

Demonstrated Knowledge, Skills and Abilities:

- Exceptional skill working with vulnerable youth
- Proficient in organizational skills and attention to detail
- Well developed written and verbal communication
- Will and ability to take initiative and see work through to completion
- Will and ability to work effectively independently and as a part of a team

Education and Experience:

- Bachelor's degree or higher (or demonstrated experience to override this requirement)
- 1 to 5 years experience in positive youth development/quality youth programs
- Experience working with youth, volunteers and non-profits preferred

About Tacoma Community Boat Builders

Our Mission: Creating transformational opportunities for at-risk youth through boat building and positive mentorship.

Tacoma Community Boat Builders is dedicated to breaking down the barriers that inhibit at-risk and other youths; working with youth to acquire skills, integrity and confidence to be citizen and work ready; make it possible for youths to develop a sense of belonging, learning and growing together; and restore their sense of self-worth and value to the community.

We achieve these ends by providing activities and programs for youths to work one-to-one with adult mentors learning the craft and practice of wooden boat building, boat restoration, boat handling and other elements of maritime culture.

Application Instructions

To apply, please submit cover letter and resume by email to info@tacomaboatbuilders.org, or by mail to 1120 East D Street, Tacoma WA 98421. No phone calls please. Position open until filled.

TCBB does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. In fact, we encourage a rich and diverse environment where all enjoy a safe, welcoming environment.

Want to know more about TCBB?

Have a look at [this video](#) made by the uber talented [Emily Mkrtichian](#)

See our [website](#) for the latest from our [Newsletter](#) and [News](#), and [Facebook](#) feed

And more:

["Rebuilding Lives: Working on boats helps troubled teens"](#) in South Sound Magazine, June/July 2016

This [interview](#) conducted with Shannon Shea, Executive Director of TCBB by Erik Hanberg of [For Small Non-Profits](#)

TNT - September, 2015: ["Tacoma program helps troubled youths build more than boats"](#)