



Job Description: Part Time Youth Program Assistant at Pauline

Avalon Housing is a non-profit supportive housing provider created in 1992 as a long-term solution to homelessness. Avalon owns and operates apartments at sites throughout Ann Arbor, manages rent vouchers with private landlords, and partners with both the Ann Arbor and Ypsilanti Housing Commission to provide housing alternatives for formerly homeless adults and families throughout Washtenaw County.

The Community Building Team provides an array of programs, activities and support that contribute to the overall health, connectedness and stability of our communities. The families served by this position face many challenges including mental illness, substance abuse disorders, chronic medical conditions, domestic violence, and the involvement of child protective services. The Youth Program Assistant is focused on working with our tenants under the age of 18, as well as liaison with their parents. We provide academic and social activities that would likely otherwise be unavailable to our youth tenants, and work to improve their self-confidence, academic and personal achievements, while also working to break the cycle of generational homelessness.

Core Responsibilities include:

The Youth Program Assistant coordinates and implements all youth programs and activities at our Pauline Community Center, including:

- After School Program Mon – Thurs 3:30 – 5:30 for all school age children
- Summer Program for Youth, including Edible Avalon youth activities, Mon – Thurs 12 – 4 (June-Aug)
- Coordination and leading of field trips
- Outreach to parents, including coordinating program registration for summer and after school programs
- Work closely with other staff, volunteers, and interns assigned to youth programs
- Work closely with Youth and Community Program Coordinator to develop and revise programs as time and funding allows
- Participate in bi-weekly Community Building Team meetings and monthly youth program meetings
- Liaison with community resources for youth programs in conjunction with supervisor
- Regular meetings with supervisor for goal planning and review of progress
- Provide information to assist other services staff in working with parents and schools
- Work with Community Building Team Leader and supervisor as necessary to report and provide information as necessary in accordance with Avalon's Mandatory Reporting Policy
- Coordinate and manage Summer Food Service Program

Required Qualifications:

- A High School Diploma
- At least two years of volunteer or professional experience in human services with youth

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Desired Skills and Abilities

- Enjoys working with youth
- Ability to stay calm in a loud and stressful environment
- Create and maintain a structured and supportive environment and experience for our youth tenants and their families
- Knowledge of trauma-informed care as it pertains to work with youth
- Ability to effectively work with diverse populations in a non-judgmental way
- Capacity to respond to crisis situations
- Strong communication skills – both verbal and written
- Strong problem-solving skills
- Ability to recognize appropriate boundaries with clients
- Ability to work as part of a team
- Must possess a highly positive and enthusiastic attitude and strong commitment toward helping those in need
- Ability to communicate and work effectively with staff from various backgrounds
- Ability to work flexible hours as required by program and staffing needs

A valid driver's license and reliable transportation is required.

Job Title: Youth Program Assistant

Reports to: Youth and Community Program Coordinator. This position and office is based in Ann Arbor, MI

Status: Part-time, hourly, non-Exempt

Schedule: This part-time position is for approx. 20 hours per week.

To apply please send a resume, cover letter, and references to jobs@avalonhousing.org or mail to:

Avalon Housing, Inc., Attn: Personnel

1327 Jones Drive, Suite 102

Ann Arbor MI 48105

This posting will remain open until the position is filled.

Please include the job position title in your email subject line.

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