

## BHHS Legacy Foundation

### *Position Description* Youth Program Assistant

#### Position Summary:

Under the oversight of the Youth Program Manager, the Youth Program Assistant will provide critical support for the planning, coordination, and implementation of various BHHS Legacy Foundation/Legacy Connection youth programs. These programs may include, but are not limited to, the Connection Express, Multiple Avenues for Successful Healthcare Careers (MASH) program, Cap & Gown program, Teen Shopping Night, and Immediate Need Program. The role involves direct engagement with program participants, logistical coordination, inventory management, and collaboration with volunteers and partner organizations. The Youth Program Assistant will play a vital role in ensuring the smooth operation of these programs, which aim to support youth in the tri-state area.

#### Duties:

1. Assist with the Connection Express program through:
  - a. Loading and unloading the bus with required supplies and equipment for program delivery,
  - b. Track and manage participant registration, ensuring accurate records.
  - c. Serve participants by providing assistance and ensuring they have access to the necessary resources during the program.
  - d. Coordinate volunteers for the event day, including task delegation, training, and oversight for smooth operations,
  - e. Conduct outreach, as needed, with the participating schools to promote the program and ensure adequate participation.
2. Oversee and maintain the inventory warehouse successfully by:
  - a. Maintaining accurate inventory counts, updating records regularly to reflect stock levels and prevent shortages,
  - b. Organize supplies to ensure easy access for program use,
  - c. Oversee loading and unloading of inventory, including receiving deliveries and restocking as needed.
  - d. Keeping the warehouse clean, organized, and compliant with safety standards, ensuring clear walkways and proper storage.
3. Assist the Youth Program Manager with youth-focused events, including but not limited to:
  - a. Pre-Event Communication which may include creating and distributing flyers or invitations, securing and recruiting volunteers, logistical details, and gathering information as needed.
  - b. Event Set-up: Assist in preparing and setting up the event space, including arranging seating, decorations, signage, technology, and other required materials.
  - c. Onsite Event Support: assist with the execution of the event by handling attendee check-in, assisting with vendor needs, and working with the Youth Programs Manager as needed.
  - d. Breakdown and Cleanup: assist with dismantling event setups, packing materials, and ensuring the venue is returned to its original condition.
  - e. Post-Event Follow-up: aid in the post-event tasks such as gathering feedback, returning rented items, and assisting with reports as needed.
4. Ensure the vehicles are maintained and operable through:

- a. Regularly inspecting program vehicles to ensure they are clean, fueled, and in proper working condition.
  - b. Notify management immediately of any maintenance or repair needs, and coordinate vehicle service as required.
  - c. Maintain vehicle logs for tracking usage, maintenance schedules, and mileage reports.
5. Other duties as assigned.

Position Parameters:

Manual dexterity, visual acuity, and hearing clarity are required to complete tasks successfully. Clear driving records with the ability to operate large vehicles (e.g. vans, 14 passenger transit bus – CDL not required). Ability to lift and/or move inventory, weighing up to or exceeding 50 lbs., as needed.

Qualifications:

The ideal candidate will be highly self-motivated, capable of managing multiple tasks and projects with exceptional attention to detail. Effective time management skills are essential, especially during events and other time-sensitive situations, ensuring efficient and timely completion of tasks. Prior experience working in youth programs, schools, or community outreach initiatives is highly preferred. Familiarity with social media channels and marketing aspects. Strong interpersonal communication skills, both verbal and written, are required to interact professionally with participants, volunteers, and partner organizations. Proficiency in Microsoft Office (Word, Excel, PowerPoint) and experience with internet research are also required.

Position Classification: Full-time  
Hourly

Position Relationships:

Hours required: 40 hours per week, with occasional overtime  
Employees Supervised None  
Supervised by: Youth Program Manager  
(Indirect supervision by Vice President Program Development – Tri-State Region and/or CEO as needed for occasional projects)