

Youth Programs Assistant

Reports To: Youth Programs Manager

Location: ALSO Youth Sarasota & Manatee County locations, with occasional off-site programs and events

Status: Part-Time

Classification: Hourly, Non-Exempt

Compensation: \$18-\$20/hour, depending on experience

Schedule: Approximately 20 hours per week, primarily afternoons, evenings, and weekends. The schedule may vary based on the program calendar and will be coordinated in advance.

Position Summary

The Youth Programs Assistant provides hands-on support for ALSO Youth's programs and activities serving LGBTQ+ youth and young adults ages 10–24.

Working alongside the Youth Programs Manager, the Youth Programs Assistant serves as an additional staff presence during youth programming and helps create a safe, welcoming, affirming, and well-organized environment where young people can connect, participate, and build community.

This is a hands-on role for someone who enjoys working directly with young people. The Assistant engages with youth, participates in activities, helps prepare and maintain program spaces, supports guest facilitators and volunteers, and helps ensure programs operate safely and smoothly.

The ideal candidate is dependable, approachable, comfortable interacting with diverse groups of young people, and able to balance warmth and relationship-building with appropriate professional boundaries.

Key Responsibilities

Youth Program Support

- Work alongside the Youth Programs Manager to support regularly scheduled youth programs, groups, activities, and special events.
- Provide an active, engaged adult presence during programming.
- Welcome youth and help create an environment that is affirming, inclusive, respectful, and emotionally and physically safe.
- Build positive, appropriate relationships with youth while maintaining professional boundaries.

- Participate in and assist with activities, games, discussions, creative projects, guest presentations, and other program experiences.
- Help reinforce ALSO Youth's community guidelines and behavioral expectations.
- Recognize when a young person may need additional support and appropriately involve the Youth Programs Manager or other designated staff.
- Assist with attendance and basic program documentation as assigned.

Program Operations & Safety

- Help prepare program spaces, including setting up activities, supplies, snacks, technology, and other materials.
- Assist with clean-up and resetting spaces following programs.
- Help ensure appropriate youth supervision during programs, activities, and transitions.
- Follow ALSO Youth policies and procedures related to youth safety, confidentiality, mandated reporting, incidents, emergencies, and documentation.
- Promptly communicate youth concerns, safety issues, incidents, or other significant information to the Youth Programs Manager and/or Executive Director.
- Welcome and support guest facilitators, volunteers, and community partners participating in youth programming.

Special Programs & Community Activities

- Assist with field trips, camps, celebrations, workshops, and other special youth activities as scheduled.
- Participate in occasional off-site youth programming.
- As mutually scheduled and based on availability, occasionally assist with community outreach activities such as tabling at local events, welcoming families, sharing information about ALSO Youth programs, and representing the organization in the community.

Qualifications

- Experience working with youth through employment, volunteering, mentoring, camps, recreation, education, childcare, community programs, or similar settings.
- Comfortable engaging with young people and participating actively in group activities.
- Demonstrated commitment to creating welcoming, affirming, and inclusive environments for LGBTQ+ youth and young adults.
- Ability to interact respectfully with people of diverse identities, backgrounds, and experiences.
- Strong interpersonal and communication skills.
- Reliable, punctual, and able to follow established schedules, policies, and procedures.
- Ability to maintain appropriate professional boundaries and confidentiality.
- Ability to remain calm, use good judgment, and seek support appropriately when challenging situations arise.

- Ability to lift 50 pounds.
- Comfortable working collaboratively under the direction of the Youth Programs Manager.
- Availability for afternoon and evening programming and occasional weekend opportunities.
- Reliable transportation and ability to work at program locations in Sarasota and Manatee Counties.
- Must successfully complete required background screening.

Preferred Qualifications

- Familiarity with LGBTQ+ identities, terminology, and issues affecting LGBTQ+ young people and their families.
- Previous experience working or volunteering in affirming, diverse, youth-serving environments.
- Coursework or experience in youth development, education, human services, recreation, or a related field.

What Success Looks Like

A successful Youth Programs Assistant:

- Is someone youth experience as welcoming, trustworthy, consistent, and respectful.
- Arrives prepared and helps programs run smoothly from set-up through clean-up.
- Actively engages with youth rather than simply supervising from the sidelines.
- Maintains appropriate boundaries while building positive relationships with young people.
- Recognizes when a situation requires additional support and appropriately involves the Youth Programs Manager.
- Understands and follows expectations related to confidentiality, youth safety, documentation, and mandated reporting.
- Works collaboratively with staff, volunteers, families, and community partners.
- Can be counted on to follow through on scheduled responsibilities and communicate proactively.

About ALSO Youth

ALSO Youth provides affirming programs, services, and community for LGBTQ+ youth and young adults ages 10–24 throughout Sarasota and Manatee Counties. Our programs create opportunities for connection, support, leadership, creativity, and belonging in spaces where young people can safely be themselves.

How to Apply

Interested candidates should submit a resume and brief cover letter to **ed@alsoyouth.org**. Applications will be reviewed on a rolling basis.