



**Position:** Program Assistant

**Supervisor:** Program Director

**FLSA Status:** Part-time, Non-Exempt

**Mission:** Deliver a targeted curriculum of golf and character development, life skills academic support, higher education, mentorship, and career development.

**Position Summary:** The Program Assistant is responsible for supporting all programming in the Center for Learning for First Tee – Monterey County. The Program Assistant has a passion for youth development and is a self-starter with strong administrative skills.

**Requirements:**

- HS Diploma/GED
- 1-3 years experience working with youth
- Professional written and interpersonal skills

**Duties and Responsibilities:** Under the direct supervision of the Program Director,

- Assist in implementing program activities to engage participants in Academia, STEAM, and Life Exploration and Life Preparation programs in Monterey County
- Follows all First Tee – Monterey County protocol, policies, and procedures.
- Maintains an atmosphere of complete hospitality, visibility within the center, and setting examples through daily interaction with participants, staff, volunteers, community-based organizations, and others
- Ensures a safe environment for participants (Physically and socially)
- Communicates expectations with parents and students upon entering the program
- Monitors computer use by participants to ensure that they are utilizing the resources of the internet for homework, research, and related tasks
- Support volunteer mentors, ensuring they work effectively with youth

- Maintain daily sign-in log in Taylor Farms Center for Learning to monitor and document usage
- Tracks member program participation, and program outcomes to plan and implement changes to improve results
- Assists in gathering statistical data; preparing reports and publicity materials; support maintenance of record-keeping and tracking systems.
- Promotes and markets programs to participants, parents, and community members via meetings, announcements, bulletin boards, flyers, mailing posted schedules, etc
- All communications with staff and supervisors are professional and clear
- Stays professional in a virtual setting with attire and attitude
- Responds to staff emails in a timely manner
- Actively participates in relevancy team meetings with regular attendance
- Involved in relevancy projects, assignments, and tasks
- All other duties as assigned

**Preferred Qualifications:**

- Associate's degree from an accredited college

**Other Qualifications:**

- Successfully pass a criminal background check
- Successfully pass Drug Screening and TB screening
- Possess an appropriate California Driver's License with a driving record acceptable to First Tee – Monterey County

**Apply Today:** Email Cristina Herrera, Human Resources Director, at [cherrera@fcf-ca.org](mailto:cherrera@fcf-ca.org) with your resume to apply.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The incumbent must have the abilities or aptitudes to perform each essential function proficiently with or without reasonable accommodation. FTMC is a dynamic work environment where positions evolve and change. Therefore, FTMC reserves the right to modify, delete, or add job duties, responsibilities, and skills that are stated in this job description at any time.*