Job Description
Youth CoRe Assistant

JOB TITLE: Youth CoRe Assistant
DEPARTMENT: Behavioral Health Program
REPORTS TO: CoRe Coordinator
STATUS: Part-time (16 hours per week)
FLSA: Non-Exempt
WORK HOURS: Monday to Friday. Must be available during the hours of 2 PM and 7 PM.

Under the supervision of the CoRe Project Lead, the Youth CoRe Assistant provides essential technology and video game assistance, as well as engaging youth during groups and outreach. This position also plays a key role in modeling CoRe’s values of Courage, Cooperation, Respect and Resourcefulness for youth during groups.

ESSENTIAL DUTIES
1. Assist in downloading and installing video games onto laptops.
2. Test and provide recommendations on age and content appropriate video games for CoRe groups.
3. Safely transport and setup laptops and other technology equipment at various group and event locations.
4. Troubleshoot basic IT problems in relation to installation of video games and syncing gaming equipment.
5. Inventory, organize, clean, and properly store equipment and group supplies.
6. Role model CoRe values and behavior during groups.
7. Establish a friendly and professional rapport with youth, creating a safe and welcoming environment.
8. Help group facilitator with set-up and clean up before and after activities.
9. Provide support to youth and facilitator at all times.
10. Assist with outreach efforts to engage and enroll youth in CoRe groups.
11. Distribute, collect, and review submitted registration forms and surveys for completion.
12. Accurate data entry of registration forms and survey in electronic health record (EHR) database system.
13. Attend and participate in program activities, trainings, and staff meetings as directed.
14. Supports and complies with the values, policies and practices of Atlantic Street Center.
15. Submits expenses, leave requests/timesheets, or other administrative requirements to supervisor in a timely fashion.
16. Performs other duties and special projects as assigned by the Supervisor, Program Director, or Executive Director.

QUALIFICATIONS
- Applicant must be at least 18 years of age.
- Demonstrated ability to relate to youth
- Ability to motivate youth and manage minor youth conflicts in a calm and appropriate manner
- Knowledge and experience playing videogames, including knowledge of Steam videogame distribution platform.
- Basic IT skills and experienced in setting up laptop and video game equipment, such as syncing video game remotes with video game systems
- Working knowledge of Word and Excel
- Ability to regularly lift 30-50 pounds. Transportation and setup of equipment requires ability to carry cases with multiple laptops, other technology, and supplies.
- Position requires driving whenever necessary to meet project needs. A valid Washington State driver’s license and proof of insurance is required. Must be able to obtain approval from ASC’s car insurance to drive agency van for group activities or events.

DISCLAIMER
This job description indicates in general terms, the type and level of work performed as well as the typical responsibilities of employees in this classification. The duties described are not to be interpreted as being all-inclusive to any specific employee. Management reserves the rights to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship existing between Atlantic Street Center and its employees.
“I have reviewed the job description above and I accept all duties and responsibilities.”

Employee Name

Employee Signature ____________________ Date Signed ________________

APPROVED BY:

Signature ____________________ Date Signed ________________
Mei-Ling Morrison-Beals, Behavioral Health Program Director

Signature ____________________ Date Signed ________________
Dr. Pela Terry, Executive Director