



# Part-Time Position Opening: Program Assistant

## Position Overview

The Program Assistant plays a key role in implementing programs and initiatives at If You Can Just Save One (Just One). This position requires a caring, reliable adult with a passion for youth development and the ability to foster safe, welcoming, and encouraging spaces for youth and families. Program Assistant work hands-on with youth to build trusting relationships, serve as positive role models, and provide a listening ear while supporting youth as they learn, grow, and thrive outside of school hours. Through daily engagement, the Program Assistant helps create positive impacts in the lives of youth and the broader community.

## About Just One

### Mission

Just One provides free, high-quality programs, system navigation, and resources that help Hillyard youth and families build power, advocate for themselves, and create community change.

### Vision

Just One envisions a Hillyard community where all youth and families have the power and resources to advocate for themselves and shape the community's future.

## About Our Community:

Just One provides high-quality, low-barrier activities, programs, and resources to families in North East Spokane and Hillyard, one of the most underserved communities in Washington state. We work with youth facing significant challenges, including high ACE (Adverse Childhood Experience) scores, involvement in school disciplinary systems, IEPs (Individual Education Plans), court involvement, and food insecurity.

## About Our Programs:

Our programs help build power with and increase access for individuals, families, and the North East neighboring communities. We build power with youth and families by teaching them to navigate systems, advocate for themselves, and participate in community change. We build access for youth and families by providing high-quality, free programming and resources they wouldn't otherwise have.



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## Hours for this current position

**Fall After-School Hours:** October, Monday - Friday, 2:30PM-6:30PM

**(Optional) Youth Action Council (YAC) meetings:** September, up to 3 days/wk; October - December, up to 2 days/week; times/dates varies

## Other Potential Seasonal Hours

**Spring After-School Hours:** March - May, Monday - Friday, 2:30PM-6:30PM

**Summer Hours:** July - August, Monday, Wednesday, Friday 11AM-4PM

## Key Responsibilities

Percentages are approximate and can change based on organizational need.

### Program Implementation (90%)

- Be a consistent, caring adult presence during program hours by engaging directly with youth, building relationships, and helping create a safe and welcoming environment.
- Support youth during daily activities by giving clear directions, redirecting behavior when needed, and encouraging positive peer interactions.
- Assist with the implementation of out-of-school programs, Youth Action Council (YAC) activities, the Community Health Worker (CHW) program, and special holiday events.
- Work as a team to prepare materials, set up activities, and support smooth program flow before, during, and after program hours.
- Help ensure the physical and emotional safety of youth during on-site and off-site activities by following safety protocols and responding calmly to situations as they arise.
- Participate in regular staff check-ins and meetings to share observations, raise concerns, and reflect on youth needs, successes, and challenges.
- Support a trauma-informed approach by being patient, observant, and responsive to youth who may be experiencing stress, behavioral challenges, or instability.

### Training and Development (5%)

- Participate in required trainings and learning opportunities related to youth development, trauma-informed care, safety, and mandated reporting.
- Be open to coaching, feedback, and continued learning to strengthen skills and confidence in working with youth and families.



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## Administration (5%)

- Accurately track and submit work hours according to established procedures.
- Complete required documentation as needed, including incident reports, behavioral observations, mandatory reporting documentation, and CHW-related case notes when applicable.
- Communicate timely and clearly with supervisors about concerns, incidents, or support needs.

## Skills & Qualifications

- Passion for working with youth and supporting their growth and well-being.
- Bringing high energy, patience, and a positive, non-judgmental mindset with ability to build relationships, earn trust, and be a positive role model for youth.
- Willingness to learn and openness to coaching and feedback.
- Strong verbal, direct communication skills, especially when giving directions, redirecting behavior, or reporting concerns.
- Cultural humility and the ability to work respectfully with people from diverse racial, cultural, and socioeconomic backgrounds and with varying physical, emotional, and mental abilities.
- Reliable, responsible, and able to follow safety protocols and respond calmly during emergencies.
- Maintain appropriate, professional boundaries with youth and families.
- Commitment to confidentiality and protecting the privacy of community members.
- Must be 18 years or older.
- Background check required.

## Physical requirements

- Must be able to carry out job responsibilities in a variety of shifting environments: sometimes in fast paced, noisy stimulation; sometimes in quiet, calm stillness; sometimes indoors; sometimes outdoors in changing weather.
- Must be able to move dynamically and remain stationary.
- Must be able to carry or move up to 40 lbs.

## This is a part-time job

Rate of Pay starting at \$17.13/hr



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## How to Apply

Please send your resume **or** a brief job history, and up to a one-page cover letter to [ops@justonespokane.org](mailto:ops@justonespokane.org).

In your cover letter, please share:

1. What does “at-risk” mean to you?
2. What does building power and access look like?
3. Please explain how you would respond to the following scenarios:
  - a. During program time, a youth makes an inappropriate comment out loud. A few nearby youth laugh, while others appear offended or uncomfortable. The energy in the room shifts, the behavior begins to spread, and the activity becomes disrupted as more youth focus on the comment instead of the activity.
  - b. Thirty minutes before after-school programming ends, parents begin arriving for pick-up visibly upset. Staff are met with two different versions of what happened, heightened emotions, and angry parents demanding answers while youth are still present and the program is actively running.

We encourage people with **a wide range of lived experience, professional backgrounds, and skill levels** to apply. If you are passionate about youth, community, and building power with families and do not meet every qualification listed we still welcome your application.

Applications will be received on a rolling basis until the position is filled and the expected start date is as soon as possible in September 2026.