**Job Overview**  
The Child and Youth Program Assistant plays a vital role in supporting the development and implementation of programs aimed at enhancing the well-being of children and youth. This position involves working closely with individuals from diverse backgrounds, including those with developmental disabilities and autism. The ideal candidate will be passionate about mentoring and educating young people, while also possessing skills in social work and workforce development.

**Responsibilities**

* Assist in the planning and execution of educational and recreational activities for children and youth.
* Provide mentoring support to participants, fostering personal growth and development.
* Conduct interviews to assess the needs of participants and tailor programs accordingly.
* Collaborate with social workers and other professionals to provide comprehensive support services.
* Educate participants on topics related to addiction counseling, employment labor law, and personal development.
* Facilitate training sessions focused on skill development for both participants and staff.
* Support individuals with developmental disabilities by implementing tailored strategies for engagement.
* Maintain accurate records of participant progress and program effectiveness.

**Experience**

* Previous experience in social work or a related field is preferred.
* Familiarity with addiction counseling techniques is a plus.
* Experience working with individuals on the autism spectrum or those with developmental disabilities is highly desirable.
* Skills in workforce development, including training and development initiatives, are beneficial.
* Strong interpersonal skills with a focus on mentoring and educating young people.
* Ability to work collaboratively within a team environment while also being self-motivated.

This position offers an opportunity to make a meaningful impact in the lives of children and youth while developing valuable skills in program assistance and community support.

Job Type: Full-time

Pay: $35,000.00 - $41,500.00 per year

Benefits:

* 401(k)
* Dental insurance
* Health insurance
* Paid time off

Schedule:

* 8 hour shift
* Day shift
* Monday to Friday

License/Certification:

* Driver's License (Preferred)

Shift availability:

* Day Shift (Preferred)

Ability to Commute:

* Yonkers, NY 10701 (Required)

Ability to Relocate:

* Yonkers, NY 10701: Relocate before starting work (Preferred)

Work Location: In person