



*Transforming Lives, One Child at a Time*

**Position Title:** Youth Program Lead  
**Reports to:** Youth Program Director  
**Hours:** 32-37 hrs. per week; varies - M-F, some weekends  
**Pay Range:** \$23.50 - \$25.50 per hour non-exempt; full benefit package

### **Job Purpose:**

The Youth Program Lead will be responsible for implementing and coordinating program services/activities that correlate with the established goals and objectives of Circle of Friends. They will work directly with the families participating in Circle of Friends as well as in the Sisters Schools with our youth, teachers, counselors, and other support staff. The Youth Program Lead will plan, organize, and implement age-appropriate program activities; assuring program quality that will identify and remove barriers to effective service delivery. The Youth Program Lead must know, understand, honor, and support the organization's mission, vision, values, and principles, and be able to clearly articulate the organization's function.

### **Key Responsibilities:**

- Support in a *1:1 capacity* youth who have not yet been matched with a mentor.
- Coordinate and run group program activities at the Campbell House, Sisters Schools, or other partnering organizations that will directly relate to our 6 core assets.
- Transport youth in a Circle of Friends vehicle or their personal vehicle as required for mentoring activities (we reimburse for mileage).
- Data entry and tracking of our youth.
- Monthly in person connection with families, caregivers, and teachers.
- Partner with parents/caregivers to provide concrete and social emotional support for the family.
- Be a primary mentor to our unmatched.
- Provide enrichment resources, activities and opportunities for cultural awareness, diversity, and community service.
- Develop positive relationships with families, teachers, and others involved in each child's life.
- Reinforce basic academic skills.
- Strong organizational and time management skills.
- Ability to work independently and as a team player.
- Office duties as assigned.

*office:* 541.588.6445 [info@circleoffriendsoregon.org](mailto:info@circleoffriendsoregon.org)

PO Box 1718, Sisters, OR 97759

[www.circleoffriendsoregon.org](http://www.circleoffriendsoregon.org)

Tax ID 27-4404972



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**Preferred Knowledge, Skills, and Abilities:**

- Excellent people and communication skills.
- Experience working with youth who have experienced trauma.
- Can work independently and as a part of a team.
- Detail oriented.
- Bilingual Spanish preferred.
- Exceptional ability to multi-task and proactively identify opportunities to contribute.
- Take initiative and is able to work independently in diverse environments with limited supervision.
- Must have an associates degree and one year of experience working or volunteering with youth.

Applicants must have a valid driver's license and be willing to complete a background check and drug screening.

*Circle of Friends is an Equal Opportunity Employer, committed to addressing discriminatory practices, and to working toward racial equity. The equal employment opportunity policy of Circle of Friends provides fair and equal opportunities for all employees and job applicants regardless of race, color, religious creed, national origin, ancestry, age, sex, gender, pregnancy, sexual orientation, marital status, familial status, disability, or genetic information, in compliance with applicable federal, state and local law. Circle of Friends hires and promotes individuals solely on the basis of their qualifications for the job to be filled.*

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