



313 Tenth Street  
Troy, New York 12180-1618  
(518) 272 2434

# OAKWOOD COMMUNITY CENTER

## Youth Program Assistant

Oakwood Community Center is seeking someone passionate about youth arts education to join its team as the Oakwood Techniques Performing Arts Education Program Assistant in a way that aligns with our mission to provide a welcoming & nurturing environment that allows strangers to become neighbors who work together for the common good.

### The Position

The Program Assistant is responsible for working directly with youth as well as handling some of the administrative tasks of the Oakwood Techniques Performing Arts programming at Oakwood Community Center in a manner that supports youth arts education and development in a trauma responsive manner. The assistant will work directly under the Program Coordinator and as part of the Oakwood Community Center team and will promote the activities of the Center.

### Salary

This is part-time. The pay rate is \$18-\$20/hour.

### About you

- You love working with youth, and are passionate about how performing arts can create a pathway to confidence, career & community.
- You've worked in youth programming
- You may have performing arts experience.
- You have great organizational and problem-solving skills, you can work well under pressure and you are able to maintain a professional attitude that can also resonate with young people.

### A Day in the Life

- Assist in the planning, implementation, support, and evaluation of Oakwood Techniques After School program
- Work with the Youth Programs Coordinator & Guest Teaching Artists to provide trauma informed arts education to students
- Document students' daily experience (ie. attendance, behavior, workshops attended, etc.)
- Ongoing parent engagement & communication
- Additional Community Center duties as assigned including but not limited to: help with mailings, basic building maintenance, community outreach, etc.

- Create dynamic social media posts to promote programs
- Administrative work as assigned by Youth Programs Coordinator
- Uphold Oakwood Community Center's mission to bring neighbors together and build bridges among grassroots organizations in the city of Troy, New York
- Participate in Oakwood Community Center activities including fundraisers & community events

### **What You Bring to Us**

- Experience working with youth in under invested communities
- Experience studying and/or teaching performing arts (ideally acting, theatre, dance, music production)
- High School Diploma or GED a plus!
- Desire to learn how to manage complex arts education programming
- High levels of integrity, honesty, good judgment, respect and discretion in communication with constituents and stakeholders at all levels including students and parents
- Ability to work independently as well as part of a team
- Ability to work evenings & some weekends

### **About Us**

Oakwood Community Center (OCC) offers a welcoming and nurturing space for the diverse residents of Troy to meet as strangers and become neighbors who care and advocate for each other. We maintain our historic building in order to make the Food Pantry at Oakwood available every Saturday; provide free or low cost meeting/event space for neighbors and small groups; and to support individuals who want to develop programming targeted to our neighborhood, but may need help with space, resources or organizational development skills. OCC is building its performing arts education to performance pipeline with Oakwood Techniques, now in its third year of working with youth to develop a lifelong passion for the performing arts as a tool for creative expression by pairing students with local Guest Artists. OCC relies on donations from supporters, grants from local foundations and rental income from organizations who rent out space in our building and share our worldview.

**To Apply please send resume & cover letter to [oakwoodcommunitycenter@gmail.com](mailto:oakwoodcommunitycenter@gmail.com)**



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[@oakwoodcommunitycenter](https://www.instagram.com/oakwoodcommunitycenter)