



# Friends of Refugees

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**ROLE:** Youth Program Assistant

**STATUS:** Part-Time (20 hours per week. Weekday afternoon/evenings and some Saturdays)

**LOCATION:** Primarily onsite in Clarkston, GA (some travel or remote work likely)

**DIRECT SUPERVISOR:** Youth Manager

**LAST UPDATED:** Jan 10, 2025

## Position Summary:

Friends of Refugees is launching a strengths-based youth program in Clarkston, GA, to cultivate resilience, connection, and leadership among refugee adolescents. The **Youth Program Assistant** will mentor and support students, lead projects and activities, and assist with preparing materials, coordinating schedules, and maintaining student records. The assistant will contribute to a welcoming environment that encourages student development, approaching the role as an opportunity to learn and engage with the community in mutual growth and transformation.

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## Essential Job Functions:

### Student and Family Engagement-60%

- Mentoring and connecting with middle school students during scheduled program hours
- Engage with students, families, and the broader community through outreach efforts, including home visits
- Engage with students, families, and children during “open game/art” hours at Jolly Avenue Garden.
- Assist with student recruitment, communication, and follow-up

### Logistics & Administration-40%

- Assists in planning and implementing creative projects, activities, and discussions
  - Record case notes, manage student data, and track attendance
  - Prepare materials and handle logistical tasks as needed
  - Assist in coordinating volunteers and community partners
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## Competencies

- Compassionate and engaging, with a genuine desire to support the growth and development of middle school refugee youth
- Team player capable of independent work; adaptable to changing needs
- Effective written and verbal communicator; comfortable initiating conversations
- Strong organizational, time management, and multitasking skills
- Creative or technical skills or interests (e.g., photography, construction, music, coding)
- Proficient technological skills (tasks include record-keeping, data tracking, and use of G-Suite and digital media)
- Highly Proficient in spoken and written English, required
- Proficient in one or more of the following languages preferred: Dari, Pashto, Burmese, or Swahili

## Experience and Qualifications

- At least one year of experience working with youth/children, preferably in multicultural environments
- May be expected to work outside more than 50% of the time - must be comfortable working in all weather conditions, required
- Physically able to stand and walk for extended periods of time
- Ability to lift 15-30 lbs
- Valid Driver's License and ability to drive required