



## Position Description

**Job Title:** Youth Program Assistant

**Employment Dates:** at will

**Status:** Part-Time

**Pay and Benefits:** \$15-\$18/hour, based on experience. Weekly share of vegetables (\$400 value)

**About Soul Food Project:** Soul Food Project is an urban farm in the northeast corridor of Indianapolis. Soul Food Project is committed to fostering wellness in the African-American community by providing affordable food and raising our youth as future leaders. More than food production, our farms serve as beautiful oases in Indianapolis and are used as teaching laboratories for people of all ages. We also grow food that is distributed at a weekly farm stand, food pantries, and veggie boxes in the neighborhood. Food justice, youth power & cultural roots are the core foundations of our work.

**Overview:** The role of the program assistant is vital in ensuring the smooth operation of our youth program under the guidance of the Youth Program Manager. We are seeking an ideal candidate who is not only self-motivated but also deeply passionate about youth and community development. The program assistant will be responsible for handling various administrative tasks, coordinating activities, and providing support in the planning and execution of programs and events. The successful candidate will demonstrate strong communication skills, the ability to work well in a team environment, and a commitment to empowering youth through innovative programming and community engagement initiatives.

### Duties:

- Provides care and supervision, oversight, and accountability for youth employees following SFP Protocols
- Transport youth to the farm after school, during field trips, and moving between farm locations
- Demonstrates, instructs, leads, and facilitates planned and spontaneous program activities
- Prepares, arranges, and maintains indoor and outdoor activity areas and materials to accommodate daily schedules. Ensures supplies, equipment, and facilities are secured when not in use.
- Work effectively to ensure program goals and objectives are achieved
- Participate in community outreach, engagement, and educational events
- Notifies supervisor of health, fire, and safety compliance concerns
- Fulfill administrative duties associated with the job

**Reports to:** Youth Program Manager

**Supervises:** Youth Participants, Crew Leaders

**Location:** Hybrid of remote and on-farm experience,



## Skills & Qualifications

- 2 years experience working with children and youth in a childcare setting or other related experience.
- High School Diploma, course work in Social Services, Education, Child Development, and other related field preferred
- Must be able to work collaboratively with a team and remain flexible to scheduling changes
- Capable of working in various weather conditions and able to lift 40 lbs.
- First Aid/CPR Certification is a plus
- Clean driving record & ability to transport youth in the company van
- Positive, energetic, and focused, working independently and with groups
- Demonstrate ability to solve problems creatively
- Knowledge of issues relating to local food, food sovereignty, and sustainable agriculture
- Emotional maturity, treats others with kindness, respect, and compassion.
- Able to work collaboratively with people from diverse backgrounds in terms of race, ethnicity, gender (including trans\* and nonbinary individuals and communities), sexual orientation, class, and religion
- Experience living and working in communities of color, including fluency in Black, Indigenous, and/or Latinx cultural reference points
- Life experience living and working in low-income/low-financial wealth communities preferred
- Excellent initiative and follow-through, including in remote positions
- Technology literacy with Google Suite and Zoom