

**Youth Work Experience Positions**

**Past Examples**

<b>Title</b>	<b>Responsibilities</b>
Youth Development Professional	Implementing programs while encouraging youth members participation and engagement
Office Assistant	Data entry, file management, answering phones
Youth Specialist	Assistant senior staff with daily programs and activities
Lawn Maintenance Specialist	Cutting grass, cleaning lots, weeding
Mentor	Engage with elementary school students
Receptionist	Answer incoming calls, file management, email management, receive supplies, and verify shipments
Food Distribution Assistant	Assist with food distribution, packaging client meals, delivering to facilities, helping with paperwork
Lobby Specialist	Greet customers, assist with inventory, paperwork, and various administrative tasks
Junior Mentor	Implement programming and activities
Labor Engagement	Administrative duties, organization, event planning
Grounds Keeper	Assist the facilities team with light cleaning and repair tasks
Environmental Service Aide	Assist with light cleaning tasks
DPW Laborer	Maintain parks, buildings, and other facilities, managing lawn services
Youth Recruiter	Assist the youth recruitment team, various administrative tasks, preparing event documents
Service Representative	Product sorting, photography, shipping, customer service
Retail Associate	Accepting donations, sorting items, pricing, manage sales floor, cash register, customer service
Receiving/Production Staff	Receive donations, greet customers, resorting, testing, pricing, and inventory stocking
Assistant	Assist with gardening responsibilities
Program Assistant	Assist program leader, help with activities and field trips, aide with meal time, record keeping
Depot Assistant	Assist store managers, provide customer service, inventory and stocking, donation intake, money transactions, pricing, organizing, cleaning
Intern	Assistant with various administrative tasks, online researching, audio & video editing, interior office upkeep