



JOB DESCRIPTION

Job Title: Programs Assistant

Organization Segment: Young Americans Center for Financial Education

Reports to: Towne Director(s)/ Towne Senior Director

Status: Non-exempt

Position Summary:

Responsible for performing a full range of activities in Young AmeriTowne or International Towne. Employees in this level can perform a wide variety of duties including, working as Programs Assistant in shops/countries in Young AmeriTowne and International Towne, teaching the curriculum for the summer programs, and teaching Girl Scout and Money Matters classes.

Position Responsibilities:

- Assists with the direction and delivery of Young AmeriTowne or International Towne operations during the school year by answering participants' questions, resolving problems and overseeing the various Towne activities.
- Provides site orientation and responsibility to adult volunteers.
- Provides support to educators during their involvement in the program.
- Assists with marketing of the Young AmeriTowne and International Towne programs as well as all YACFE programs to educators, parent volunteers and other individuals.
- Accepts feedback through student, parent, and teacher evaluation forms and communicates feedback to the Towne Director and Vice President/ Programs.
- Assists with setting up Towne shops/countries, including insuring all operating materials, forms, equipment, supplies, and shop/country products are properly maintained.
- Completes clean up and checklist procedure in assigned areas daily.
- When knowledgeable of an area, trains other staff members in Towne operations.
- May help travel with Young AmeriTowne On the Road during the school year and summer sessions.
- Leads students through towne announcements
- Acts as a focus group leader during summer programs; teaches variety of lessons; responds to parent concerns.
- May edit/update summer lessons and materials.
- Prepares and distributes teacher, student and volunteer training materials.
- Facilitates Girl Scouts and Money Matters classes.
- Attends meetings such as staff meetings and other employee meetings required.
- May perform other duties including providing administrative support such as word processing, assisting in mailings and answering telephones.
- May represent Young Americans at outreach activities and presentations
- May help with the movement of facades for set up/tear down of Young AmeriTowne On the Road programs.
- Assists with the special projects as assigned.



- Performs other duties as assigned.
- Help serve as a member of the training team for summer camps.

Knowledge, Skill & Ability:

- Comprehensive knowledge of Young AmeriTowne and International Towne processes and procedures.
- Knowledge of the principles and practices associated with effective training techniques as they apply to children and adults.
- Knowledge of effective classroom management techniques.
- Knowledge of fundamental accounting concepts and procedures.
- Ability to communicate effectively, both orally and in writing with children and adults.
- Ability to handle stress and maintain discipline while working with 70 to 140 children per session. Towne participants are age 10-14 yrs. Summer program participants are 7 – 14 years. YouthBiz Marketplace participants are 6 – 21 years. Girl Scout and Money Matters participants are 5-12 years.
- Ability to work effectively in a team environment.
- Ability to work irregular hours including nights and weekends.
- Ability to prepare and maintain records and reports.
- Ability to multitask, plan, organize, and carry out assignments within given deadlines.
- Ability to exercise attention to detail.
- Ability to become and maintain CPR and First Aid certification.
- Proficient using Word, Excel, and other software.
- Ability to be bonded and maintain current drivers license.

Education and Experience:

- One to two years of experience working with children in a learning environment.
- College degree preferred.
- On the job training is provided.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of essential functions, responsibilities or requirements.

Compensation and Benefits

Compensation: The hourly pay range for this position begins at \$23 per hour, which is equivalent to an annual salary of \$47,840 based on full-time employment (2,080 hours per year).

Medical, Dental, and Vision Insurance: Coverage is available for employees, as well as spouses and family members. Premium information for each plan and coverage level is provided in the open enrollment materials. Young Americans contributes toward insurance costs, and employee payroll deductions may be reviewed during open enrollment.



Employer-Paid Insurance: Young Americans provides group term life insurance, accidental death and dismemberment (AD&D) insurance, and long-term disability insurance at no cost to employees.

Short-Term Disability Insurance: Short-term disability coverage is offered as a statutory benefit through the State of Colorado, with premium costs shared between the employee and employer.

Voluntary Insurance Benefits: Additional coverage options—including voluntary employee and dependent life insurance, critical illness insurance, and accident insurance—are available for election during open enrollment. These benefits are 100% employee paid.

Paid Time Off (PTO) and Holidays: Employees are eligible for paid time off based on length of service, with accrual as follows: 120 hours annually from date of hire through 5 years of service, 160 hours annually for 6 through 10 years of service, and 200 hours annually for 11 or more years of service. In addition, employees receive 11 paid holidays each year.

401(k) Retirement Plan: Young Americans offers a 401(k) plan with a company match of 25% of employee contributions, subject to IRS plan limits. The employer match is fully vested immediately.

AFFIDAVIT, CONSENT, AND RELEASE

Please read each statement carefully before submitting your resume/ cover letter/ application for this position.

I certify that all information provided in my resume/cover letter/application is true, complete, and accurate. I understand that any false statements, misrepresentations, or omissions may disqualify me from further consideration for employment and may result in termination if discovered at a later date.

I authorize the investigation of all statements contained in my resume/cover letter/application. I further authorize any person, school, current employer, former employer, or organization—whether listed or not—to provide any relevant information or opinions that may be useful in making a hiring decision. I release all such persons and organizations from any liability related to providing this information.

I understand that any offer of employment may be contingent upon my successful completion of a pre-employment background screening. If hired, I understand that I will be required to provide proof of my eligibility to work in the United States.



I understand that my resume/cover letter/application, any verbal statements made by management, or any subsequent employment does not create an express or implied contract of employment, nor does it guarantee employment for any specific duration. I acknowledge that only the President of the organization has the authority to enter into an employment agreement for a specified period, and any such agreement must be in writing and signed by both the President and the employee. If employed, I understand that my employment is “at will,” meaning it may be terminated at any time, with or without cause, and with or without notice, by either myself or the organization.

By submitting my resume/cover letter/application, I acknowledge and agree to the organization’s “at-will” employment policy.

I further affirm that all information I have provided is accurate and complete to the best of my knowledge.

Updated 04.01.2026
Erin Gardner Haas
SVP of Finance & Operations