

JOB DESCRIPTION

Position Title: Youth Program Facilitator
Department: Economic Empowerment
Reports To: Youth Services Program Manager
Direct Reports: None
Location: Atlanta, GA
Employment Type: Part-Time
FLSA Classification: Non-Exempt
Date Revised: 11/2026

About the Latin American Association

Founded in 1972, the Latin American Association (LAA) is Georgia's leading nonprofit organization serving Latino individuals and families. For more than 50 years, the LAA has worked to remove barriers to economic mobility by providing culturally responsive, fully bilingual programs and services that empower individuals and families to build brighter futures.

Each year, the LAA serves nearly 44,000 individuals through programs focused on Family Well-Being, Economic Empowerment, Immigration Legal Services, Youth Education, and Adult Education and English Language Services.

Our Mission: To empower our community to adapt, integrate, and thrive.
Our Vision: Opportunity for All.

At the LAA, our employees are an essential part of advancing our mission. We are committed to building a talented, collaborative, and mission-driven team dedicated to creating opportunities, strengthening communities, and making a lasting impact across Georgia.

Position Summary

The Youth Program Facilitator supports the implementation and delivery of the Latin American Association's youth programs, including the LAA Youth Leadership Academy (LYLA) at assigned middle and high school sites, the Youth Programs Summer Camp, the LAA Youth Leadership Conference, and Youth Navigator.

This position facilitates engaging, culturally responsive programming focused on leadership development, academic success, social-emotional learning, financial literacy, and college and career readiness. The Youth Program Facilitator builds positive relationships with students, maintains a safe and inclusive learning environment, and works closely with school partners and the LAA Youth Programs team to advance program goals and support positive student outcomes.

Essential Duties & Responsibilities

- Support the implementation of LYLA and other LAA youth programs at assigned school and community sites under the direction of the Youth Services Program Manager.
- Facilitate or co-facilitate interactive workshops, small-group activities, leadership sessions, and educational enrichment activities using LAA-approved curricula and materials.
- Assist with program activities related to the Youth Programs Summer Camp, LAA Youth Leadership Conference, Youth Navigator, field trips, family workshops, and other special events.
- Help with student outreach, recruitment, enrollment, orientation, and participation follow-up using established LAA procedures.

- Build positive and professional relationships with students, families, school staff, volunteers, and community partners.
- Encourage student participation and help maintain a welcoming, culturally responsive, safe, and inclusive learning environment.
- Support students with leadership development, academic goal setting, social-emotional learning, financial literacy, and college and career exploration.
- Provide basic information and assistance through Youth Navigator using approved resources and refer questions or complex student needs to the Youth Services Program Manager.
- Promote positive student behavior by using age-appropriate classroom management and positive youth-development practices.
- Record student enrollment, attendance, participation, and other required program information accurately and submit documentation according to LAA procedures.
- Observe and promptly report student concerns, incidents, safety issues, family needs, and site-related challenges to the Youth Services Program Manager.
- Assist with preparing materials, setting up and cleaning up program spaces, and supporting logistics for sessions, workshops, field trips, conferences, summer programming, and special events.
- Support communication with students and families by sharing approved information about schedules, participation requirements, activities, and upcoming events.
- Participate in staff meetings, required training, program planning sessions, and debrief meetings.
- Follow all LAA policies, school-site procedures, confidentiality requirements, mandated-reporting responsibilities, and youth-safety standards.
- Represent the LAA professionally and model its values when interacting with students, families, schools, and community partners.
- Other related duties are assigned to support the LAA Youth Programs.

Qualifications & Skills

- Fluency in both English and Spanish-REQUIRED and knowledge of the experiences of Latino and immigrant students and families strongly preferred.
- High school diploma or equivalent required; an Associate or Bachelor's degree, or current enrollment in a program related to Education, Youth Development, Social Work, Psychology, or Human Services, is preferred.
- Experience working with middle or high school students in an educational, after-school, mentoring, tutoring, summer camp, or community-based setting.
- Strong facilitation, communication, interpersonal, classroom management, and relationship-building skills.
- Ability to engage and support students from diverse cultural, linguistic, and socioeconomic backgrounds.
- Reliable, punctual, organized, and able to maintain a consistent weekly schedule while working independently at assigned program sites.
- Ability to maintain professional boundaries, protect confidential information, and communicate student or program concerns appropriately.
- Willingness and ability to complete required training and successfully pass background checks, fingerprinting, and school-site clearance requirements.
- Reliable transportation and the ability to travel to assigned schools and community sites.

Schedule and Work Environment

- Weekdays, primarily during school or after-school hours, with specific days and times based on assigned school sites and program needs.
- Occasional evening or weekend availability may be required for special events, family workshops, field trips, and youth conferences.
- Work is performed in school, office, and community-based environments.

Physical Requirements

- Ability to remain active and engaged during program sessions.
- Ability to occasionally lift and transport program materials weighing up to 25 pounds.
- Access to email, reliable telephone communication, and basic technology needed for program documentation.

Equal Employment Opportunity

The Latin American Association is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law.

The LAA is committed to providing equal employment opportunities and reasonable accommodations to qualified individuals with disabilities in accordance with applicable law.

To submit a resume or for **more information, please contact Norma Mendoza at nmendoza@thelaa.org.**

Learn more about the LAA at www.thelaa.org.

Job Description Acknowledgment

This job description is intended to describe the general nature and level of work performed by the individual assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Duties and responsibilities may be modified based on organizational needs.