



**Alternatives, Inc. is
Hiring Part-Time
Hourly Youth
Development
Associates**



359 Fenwick Road
Fort Monroe, VA 23651
(757) 838-2330

Alternatives, Inc. is a private non-profit corporation founded in 1973. We are nationally recognized, and are the premier youth development organization on the Virginia Peninsula. We are seeking young adults to work part-time in afterschool programs in Hampton and Newport News. The job description is below.

Job Title: Youth Development Associate (Part-time hourly position)

General Statement of Duties: To implement academic enrichment programs for children attending afterschool programs in Newport News Public Schools and/or Hampton City Schools. All programs will focus on the social and emotional development of children in alignment with Alternatives' vision and mission. (See www.altinc.org)

Examples of Work: (This list is not intended to represent all aspects of an employee's responsibilities)

- Serve as enrichment facilitator at assigned sites
- Establish and maintain positive relationships with youth, parents, and community members
- Ensure accurate collection of required program data and entry into database
- Build positive relationships with children and youth.

Required Knowledge, Skills, and Abilities:

- Ability to work in teams
- Ability to keep focused and energized
- Basic Knowledge of child and youth development theories and approaches
- Both inductive and deductive thinking skills
- Basic skill in facilitation and group management
- Good communication skills
- Good organizational skills

Requirements:

- No degree is required, however course work or training completed that is in alignment with the assigned service projects is preferred
- Background that indicates a working knowledge of youth programming and development
- Experience that indicates individual's commitment to viewing the children from a strength based approach
- Availability to work up to approximately 12-17 hours per week Monday – Thursday (working less than four days per week is acceptable)
- Must pass required criminal background check

Contract Period: Present-May 18, 2018

Compensation: \$7.25 hour

**To schedule an interview, please call (757) 838-2330.
Complete and bring the attached pages with you to the interview.**



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General Applicant Information

Name: _____

Phone Number: _____

When can you start work? _____ *

What hours are you available?

Mon.	Tues.	Wed.	Thurs.

**If selected for position, background/criminal checks documents must be completed and submitted before start date.*

Work sites:

- Andrews Middle School **(no positions available)**
3120 Victoria Blvd
Hampton, VA 23661
- Crittenden Middle School
6158 Jefferson Avenue
Hampton, VA 23605
- Hines Middle School
561 McLawhorne Drive 23601
Newport News, VA 23601
- Huntington Middle School
3401 Orcutt Avenue
Newport News, VA 23607
- Passage Middle School
400 Atkinson Way
Newport News, VA 23608

DO NOT WRITE BELOW THIS LINE

FOR ADMINISTRATIVE OFFICE USE ONLY

Date of interview: _____	
Interviewed by: _____	
Applicant Projected Start Date: _____	
Assigned Site and Supervisor: _____	_____



Alternatives, Inc.
359 Fenwick Road
Fort Monroe, Virginia 23651-1054
Tel: (757) 838-2330
Fax: (757) 838-9215
www.altinc.org

APPLICANT INFORMATION FORM

Form with checkboxes for 'Full-time' and 'Part-time hourly'.

Name: _____ Position: _____

Home Phone #: _____ Cell #: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Allergies _____

Other Medical Conditions _____

Medications being taken _____

Family Physician _____ Phone _____

Hospital of Choice _____

In Case of Emergency Notify:

Name: _____
First Middle Initial Last

Relationship: _____ Home Phone #: _____

Work Phone #: _____ Cell #: _____

Alternate Contact:

Name: _____
First Middle Initial Last

Relationship: _____ Home Phone #: _____

Work Phone #: _____ Cell Phone #: _____

TO BE COMPLETED BY ADMIN

Official hire Date: _____ Position: _____

Comments: _____



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Background Check Authorization

By signing below, I _____, AUTHORIZE Alternatives Inc. to complete a background check relating to my employment. I understand that my employment depends upon successful completion of the following investigations:

- National Sex Offender Public Registry Check (NSOPR)
- Virginia State Police Check
- FBI Check
- Virginia Child Protective Services Check

Applicant's (Printed) Name: _____

Applicant's Signature: _____

Date: _____