



**ASHEVILLE HOUSING AUTHORITY**  
**165 SOUTH FRENCH BROAD AVE.**  
**ASHEVILLE, NORTH CAROLINA 28801**

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*The mission of the Asheville Housing Authority is to provide safe, quality, and affordable housing, to expand available resources, and to collaborate with the community to create opportunities for resident self-reliance and economic independence.*

*Our core values are Compassion, Equity, Fairness Integrity, Openness, Patience, and Respect.*

**JOB POSTING FOR: Youth Impact Assistant**

**JOB TYPE:** Part time non-exempt under FLSA

**HOURS OF WORK:** 2:30-6:00 pm; Full Time during the summer months

**GENERAL STATEMENT OF JOB**

The Housing Authority of the City of Asheville seeks to hire an energetic Youth Impact Assistant. Reporting directly to the Family Self Sufficiency Program Coordinator, the Youth Impact Assistant is driven to provide a safe and enriching environment for children during the school year, in our after-school program, and the summer break. This position requires the exercise of courtesy, compassion, having a genuine love for working with children, and be committed to their well-being. Work will involve handling some light paperwork, maintaining attendance records, and creating a weekly schedule for children under care. The Youth Impact Assistant must also be energetic and actively engage with the children throughout their daily routine, fostering a positive and engaging environment while promoting active participation in various activities.

For an application, please visit the Employment page on the Asheville Housing Authority website at <https://haca.org/employment-opportunities/>, or contact Ms. LaFredia Morris at (828) 258-1222. You may also apply by submitting a cover letter and resume via email to [jwilloughby@haca.org](mailto:jwilloughby@haca.org), via USPS mail or by hand delivery to the Housing Authority of the City of Asheville - Central Office (165 S. French Broad Ave., Asheville, NC 28801). Applications /resumes will be accepted until this position is filled. The Housing Authority is an equal opportunity employer.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

- **Child Well-being:** Ensures the safety and engagement of all children.
- **Education:** Provides assistance with homework, academic interventions, and encourages academic excellence
- **Safety:** Maintains a safe environment while monitoring children in a classroom setting daily
- **Behavior Management:** Encourages appropriate play and interaction among children aged 5 – 16
- **Professionalism:** Demonstrates exceptional professionalism, dependability, compassion, tolerance and patience when working with children
- **Social and Emotional Skills:** Facilitates an environment that invites exploration, promotes positive play, and welcomes children.

# JOB POSTING FOR: YOUTH IMPACT ASSISTANT

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- **Physical Activity:** Demonstrates high energy and physical ability to engage in both indoor and outdoor activities.
- **Communication:** Possesses effective communication skills to interact with children, parents, and colleagues. Maintains accurate classroom records in accordance with program requirements.
- **Cultural Competence:** Understand and practices cultural competence in all communities we serve
- **Child Engagement:** Creates and implements program lesson plans in a developmentally appropriate manner, meeting the individual physical, social, emotional, and intellectual needs of all participants.

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

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Possesses a love and dedication to working with children
- Ability to operate equipment associated with assigned duties
- Ability to read and understand written instructions
- Ability to follow oral instructions and written instructions
- Ability to establish and maintain effective working relationships with supervisors, subordinates, and fellow employees
- Ability to relate to and communicate with low-income residents

## **MINIMUM TRAINING AND EXPERIENCE**

- Must be at least 16 years of age
- Some lived or professional experience working with children is preferred

## **SPECIAL REQUIREMENTS**

The Housing Authority of the City of Asheville requires all applicants to have a background check and a drug test before the commencement of employment.

## **STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to stand, walk, or occasionally run throughout the day. Must be able to move objects of up to 10 pounds occasionally, and/or up to 5 pounds frequently.

**Interpersonal Communication:** Must possess oral, auditory, and written communication skills that are appropriate for interacting with both children and adults.

**Availability:** The Youth Impact Assistants role spans 41 weeks during the school year, including teacher workdays, snow days, winter and spring break, and most holidays. Additionally, there is a summer camp program that runs for 2 months.

**Interpersonal Temperament:** Requires the ability to deal with children beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.