



Project Backpack Youth Assistant Helpline House

Work Ready Bainbridge is a summer employment and workforce certification program connecting local youth employees (ages 16-24) with employers and the local business/nonprofit community on Bainbridge Island. Some employers may offer more than 20 hours per week or additional weeks beyond the standard eight week internship. To qualify for the completion certification and \$500 scholarship, all youth employees must attend the three required professional workshops.

Location: Helpline House, Bainbridge Island WA

Terms: 20 hours/week for 8 weeks

Salary/hourly rate: Hour/\$17 per hour

Start Date: 6/24/2024

About the role:

The Project Backpack youth assistant will organize essential school supplies and prepare them to fill new backpacks for local Pre-K through 12th graders that will attend public or private school fall of 2024.

Basic Duties:

- Follow a system for preparing backpacks for local youth
- Collect and organize donated and purchased school supplies
- Prepare and pack new backpacks with purchased supplies according to age group
- Ensure backpacks are completed for distribution date
- Work with Volunteer Manager on organization of supplies in service of larger Helpline House activities
- Minor data entry/interface with Helpline House data systems

Candidate requirements:

- Excellent organizational skills and attention to detail.
- Ability to work independently, take initiative, and problem-solve.
- Strong sense of responsibility and work ethic.
- Capable of lifting at least 20 pounds.
- Knowledge of Helpline House philosophy and its operations is a plus, but not required.

