

# Position Description

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

## General Information

<b>Position Title:</b> Program Aide Oct- May &/or July-Aug.	<b>Location:</b> Program Site(s)	<b>Date:</b> June 2017
<b>Reporting Relationship(s):</b> Position reports to the Youth Develop. Site Facilitator/Coordinator		<b>FLSA Classification:</b> Non-Exempt

## General Summary

This individual will assist in the implementation of one of the agency's off-site youth development programs. He/she will work within the areas of academic and enrichment programming.

## Duties and Responsibilities

This position will:

### Assist in the coordination and implementation of program activities including:

- Assist with the facilitation of all enrichment activities.
- Assist with behavioral issues, paperwork, data system and other duties that are associated with program.
- General set-up and clean-up of activities.
- Providing role modeling, supervision and monitoring of program participants in a safe environment.
- Attend required meeting, trainings/workshops and special events.
- Help provide safe boarding or disembarking on the school bus.

### Maintain Program and License requirements, varies by site and program

- 1) Attend required training(s) i.e. CPR, First Aid and MRT)
  - 2) Complete 30 hours of training every 2 years as required, 15 hours within the first 6 months (site dependent)
  - 3) Approved SCR
- **Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor**
  - **Time: 12-20 hours a week**

## Education Requirements

High School Diploma preferred.

## Previous Experience Requirement

- A minimum of 1 year experience working with youth ages 5 to 16 required.
- The ability to supervise and monitor students for a safe, healthy, and structured environment.

## Knowledge and Skills Needed to Perform Effectively in this Position

- Word-processing and database proficiency
- Strong leadership and communication skills
- Organizational and time management skills
- Familiarity with community resources

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- Commitment to working with youth.

## Additional Requirements

- Must be fingerprinted to be submitted for criminal background checks
- All candidates must be comfortable working with diverse groups of students in grades 6-8 in SCSD.
- Evening, weekend, winter and spring breaks hours are required when program activities and events are in operation.
- Valid driver's license
- If you are unable to work at any time, please note it is your responsibility to make arrangements with the site director at least 2 hours prior to your shift.
- **Preferred** - Access to a reliable vehicle with 100,000/300,000 auto insurance liability limits to meet requirements of job description including but not limited to;
  - ✓ Daily travel between agency's main office and program sites as required to accommodate schedules of designated schools and trainings.
  - ✓ Obtainment and transport of supplies and equipment
- This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

## Physical Dimensions (Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner)

- This position involves extensive walking-moving about on foot to accomplish tasks, particularly throughout the facility amongst multiple floors. The need is to be able to climb stairs and move from one location to the next swiftly.
- Standing – particularly for sustained periods of time
- Lifting up to 30-50 pounds frequently.
- Driving-Transport program supplies and to get to and from multiple sites daily.
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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I acknowledge I have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.

Employee Signature:

Date: