

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		
Position Title: Youth Development Specialist	Location: Main Office/Program Site(s)	Date: Feb 2018
Reporting Relationship(s): Position reports to the supervisor		FLSA Classification: Non- Exempt

General Summary

This individual will assist in the planning, implementation, evaluation and delivery of one of the agency's off-site Youth Development programs. He/she will work within the areas of academic and enrichment programming, family literacy and case management. This position regularly works 37.5-40 hrs. a week.

Duties and Responsibilities

Provide on-going case management services and support to assigned program participants, and families as needed through the following activities but not limited to:

- Maintenance of personal and collateral contacts
- Pursue an active caseload throughout the school year (number of students determined by grant or proposal)
- Consistently maintain weekly and monthly benchmarks for caseload students throughout the school year.
- Maintenance of youth case records and notes in the data system (personal information, report cards)
- Guidance, advocacy, and assistance in navigating through various systems
- Maintain regular family/parent contacts, i.e. phone, email, text, face to face
- Attend Agency, school staff and team(grade) meetings

Assist in the coordination and implementation of program activities including but not limited to:

- General supervision and monitoring of students and activities
- Facilitation and planning of peer group/life skills and lunch bunch sessions
- Facilitation and planning of family literacy programming/parent involvement
- Assistance with general youth and parent board planning and program evaluation
- Recruitment of program participants, summer academic teacher and enrichment facilitators
- Planning, implementing and facilitating all necessary tasks for summer and school year programming
- Registration, attendance, data entry and trained skills
- Pick up and transport any necessary equipment, food, and supplies
- Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor

Maintain Agency, Program(Grants) and School Age Child Care License requirements

- See agency handbook, grant proposal, and SACC regulations

Education Requirements

Associate's degree (preferred) in Human services or related field.

Previous Experience Requirement

A minimum of 5 years' experience with a special emphasis on youth development and prevention programming in youth development work ages 8 to 16.

Position Description

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

Additional Requirements

- Incumbents in this position will be expected to work up to 40 hours per week as job requirements and school calendars dictate.
- Evening, weekend, winter and spring breaks hours are required when students and programming are in operation.
- PTO needs to coincide with times when students and programming are not in session, unless there is an extenuating circumstance (Please follow procedure). A schedule of school breaks will be provided.
- Maintains effective professional relationships with school staff, other service providers and community members.
- Recognizes and values diversity within the work environment. Be an effective team player, value and be respectful of individual differences.
- Conduct yourself ethically, honestly and with integrity
- Must be fingerprinted to be submitted for criminal background checks
- Access to a daily reliable transportation
- NYS valid driver's license (site/position dependent) 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
 - ✓ Obtainment and transport of supplies and equipment

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 and driving and possibly lifting up to 20 pounds
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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

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

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		
Position Title: Program Clerk	Location: Various	Date: Feb 2018
Reporting Relationship(s): Position reports to the Supervisor		FLSA Classification: Non-Exempt

General Summary

This individual provides comprehensive Clerical support and additional services for large fast pace school-based programs at various sites.

Duties and Responsibilities

- Provide clerical support to assist with the development, implementation, and execution of Services/programs.
- Act as initial point of contact for the program, responding to inquiries and requests or directing as appropriate to who can be of assistance.
- Coordinate the collection of program data
- Pick up and transport any necessary equipment, food, and supplies
- Provide organizational and clerical support to assist in the day-to-day operations, special projects and events
- Prepare correspondence, data, and other information as requested
- Maintain student's file and records, SACC/Program Regulations folders and paperwork, note taking, mailing, filing and database systems for the After School Program
- Distribute and notify school and parents of letters, flyers, and program information as needed.

Education Requirements

Business-related associate's degree preferred, or comparable training and experience

Previous Experience Requirement

1 - 3 years of work experience in related field
Experience with OCFS licensing and regulations preferred

Knowledge and Skills Needed to Perform Effectively in this Position

Extensive software skills in word processing, data entry, and spreadsheet. Skills in internet use and research. Strong verbal and written communication, interpersonal and telephone skills. Ability to establish priorities and work independently.

Position Description

- Ability to work with limited supervision.
- Must be proficient with computer and data entry
- Detail oriented
- Ability to adapt to changes in a fast pace setting
- Perform other related duties as assigned

Additional Requirements

- Must be fingerprinted to be submitted for criminal background checks
- Valid driver's license
- 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;
 - ✓ Travel between agency's main office and program site.
 - ✓ Obtainment and transport of supplies and equipment
- Effective written and oral communications skills
- Ability to handle multiple priorities and meet deadlines
- Excellent people skills
- Must be able to maintain confidentiality
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Physical Dimensions (Job-related physical abilities an individual needs to possess in order to perform the job in a satisfactory manner)

- The position will require long hours sitting and using office equipment and computers.
- This position involves extensive walking and driving and possibly lifting up to 20 pounds
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General Information		
Position Title: Part Time Parent Aide	Location: Various	Date: Feb 2018
Reporting Relationship(s): Position reports to the Supervisor		FLSA Classification: Non-Exempt

General Summary

This individual provides comprehensive clerical support services for parent involvement.

Duties and Responsibilities

Assist in the coordination and implementation of Parent Events including but not limited to:

- Scheduling building permits
- Set up local vendors to attend
- Create flyers
- Get donations for food and supplies for the event

Attend various school meetings/events to include:

- PTO meetings
- School board meetings
- Building culture meetings
- Assist with school events such as school dances

Supervise the coordination and implementation of program activities including but not limited to:

- Provide organizational and clerical support to assist in the day-to-day operations, special projects and events
- Prepare correspondence, data, and other information as requested
- Make phone calls to caseload parents about happenings in the school
- Make positive monthly phone calls to parents who received “caught ya” cards
- Send Department Manager and Public Relations and Communications Coordinator photos of various happenings in the school
- Distribute and Notify school and parents of letters, flyers, and program information as needed
- Perform other related duties as assigned

Education Requirements

Business-related associate’s degree preferred, or comparable training and experience

Previous Experience Requirement

1 - 3 years of work experience in related field

Position Description

Knowledge and Skills Needed to Perform Effectively in this Position

Extensive software skills in word processing, data entry, and spreadsheet. Skills in internet use and research. Strong verbal and written communication, interpersonal and telephone skills. Ability to establish priorities and work independently.

Additional Requirements

- Must be fingerprinted to be submitted for criminal background checks
- Valid driver's license
- 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;
 - ✓ Travel between agency's main office and program site.
 - ✓ Obtainment and transport of supplies and equipment
- Effective written and oral communications skills
- Ability to handle multiple priorities and meet deadlines
- Excellent people skills
- Must be able to maintain confidentiality
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General Information

Position Title: Program Aide Oct- May &/or July-Aug.	Location: Program Site(s)	Date: Feb 2018
Reporting Relationship(s): Position reports to the supervisor		FLSA Classification: 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

Position Description

- 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
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