

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 Enrichment Educator October- May	Location: Program Site(s)	Date: Jan 2018
Reporting Relationship(s): Position reports to the Youth Development Site Facilitator		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 enrichment programming.
- The ability to facilitate groups based on a **skill** or **talent** required. License, degree, or certification in skill or talent preferred

Duties and Responsibilities

This position will:

- **Implement program activities including:**
 - 1) Recruitment of program participants
 - 2) Complete comprehensive lesson plans for individual led program activities, workshops or peer group session
 - 3) Facilitation of individual led program activities, workshops or peer group sessions
 - 4) Preparation of space and supplies for individual led program activities, workshops or peer group sessions
 - 5) Clean up of space and supplies for individual led program activities, workshops or peer group sessions
 - 6) Providing supervision and monitoring of program participants in a safe and educational environment
 - 7) Attend required meeting, trainings/workshops and special events
 - 8) Help provide safe boarding or disembarking on the school bus
- **Maintain Program and License requirements**
 - 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)
- **Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor**
- **Time: Up to 12 afternoon- evening hours a week**

Education Requirements

High School Diploma preferred.

Previous Experience Requirement

- A minimum of 2+ years' experience working with youth ages 5 to 16 required.
- Skill or talent required (ex. Arts & Crafts, Culinary Arts, Cosmetology, STEM, Phys Ed, Music). License, degree, or certification in skill or talent preferred

Position Description

Knowledge and Skills Needed to Perform Effectively in this Position

- Strong leadership and communication skills
- Organizational and time management skills
- Familiarity with community resources
- Commitment to working with youth.

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.
- If you are unable to work at any time, please note it is your responsibility to make arrangements with your supervisor at least 2 hours prior to your shift.
- 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 need to possess to perform the job in a satisfactory manner)

- This position involves extensive walking and driving and possibly lifting 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: