

Job Description

Services Assistant

(Youth Programs Department)

1. **Overview:**

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| **Category** | **Information** |
| Job Title | Youth Programs Assistant |
| Division | Residential Services |
| Department (if any) | Youth Programs |
| Status | Non-exempt |
| Hours | 20 hours |
| Supervisor/ Reporting | Director of Youth Programs |
| Supervisorial Responsibilities | None |

1. **Description**

The Youth Programs Assistant shall assist with the supervision of children in the Homework and youth programs, including program planning and implementation, and evaluation of all Youth Programs and events, including Homework Tutoring Club, Friday Enrichment Programs and Summer Camp Program and any other site program as directed.

School Year Responsibilities:

Assistants will assist the site Coordinator in running after school programs for 20-30 children daily. During Homework Tutoring Club (Monday - Thursday) assistants will work one on one with children on homework, reading, math, and computer activities, verify satisfactory completion of homework assignments, and assist with special projects (i.e. science fair etc.). Assistants are expected to lead the scheduled program in the absence of the site coordinator.

Summer Responsibilities:

Assistants will assist site Coordinator in preparing and leading daily activities for 20 – 30 children during summer camp. Daily camp activities include arts, crafts, pre-set lesson plans, outdoor play, and reading and math activities. Each site has a weekly pool day for swim time and water games. On Thursdays Assistants will help lead children on field trips where all camp children (80-100 children) are present. All staff must be able to ride the bus with the children.

1. **Essential Job Duties & Responsibilities:**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The duties of the position of Youth Programs Assistant include, but are not limited to, the following:

| **No.** | **Essential Duty or Responsibility** |
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| 1 | Assistant will help the site Coordinator in managing the room, including behavioral compliance with all children attending the programs, addressing any unacceptable behavior |
| 2 | All staff will work with volunteers daily (instruct them on assignments or engaging with children), provide snacks to all children attending, and ensure community building is clean, organized, and child friendly. |
| 3 | During Friday Enrichment programs (Friday) staff will plan and implement age-appropriate lessons for the Youth (age 5-11) or Teen (age 12-17) program as assigned. Youth Program lessons include STEM, health and wellness, literacy, and art. Teen Program lessons include college and career preparation, social and emotional development, and community service. |
| 4 | Assist with program planning for all Youth Programs including Homework Tutoring Club, Friday Enrichment programs, and Summer Camp. This includes but is not limited to lesson and activity planning, snack and supply purchasing, and room preparation; |
| 5 | Assists in the implementation of all Youth Programs including tutoring and supporting children in their studies, directing volunteers, enforcing behavior standards, and managing the room and program on a daily basis; |
| 6 | Participates in program evaluation for the purpose of program improvement, grant reporting, and determination of program success. Assist with all reporting and evaluation may include data reporting, written success stories, photographs, and other program specific evidence; |
| 7 | Assists in the direction of volunteers on a daily basis and all interns as needed; |
| 8 | Represents Many Mansions in all interactions with the community including school personnel, teachers, parents, volunteers, and service groups; |
| 9 | Assists in the planning and implementation of all special events including back to school nights, end of year awards, spring fair, fall festival, holiday parties and game nights. |
| 10 | Maintains records for all programs including intake, attendance, reading and grade logs, emergency contact lists, and other data as requested; |
| 11 | Assists with donation drives such as the Backpack and School Supply drive, Holiday Gift Program, and Summer Camp drive. Create acknowledgements and assist with recognition efforts for all donors, community partners and volunteers as requested; |
| 12 | Accompanies students on field trips using chartered bus or public transportation; and |
| 13 | Other duties as assigned. |

1. **Qualifications & Conditions:**

| **Category** | **Qualification or Condition** |
| --- | --- |
| Communication | Excellent communications skills, including but not limited to, the ability—   * To speak, write and read English articulately; * To write reports and other correspondence clearly; * To speak, listen, and respond effectively with and among staff, agencies, residents, volunteers and other employees. |
| Computer Skills | Proficiency in computer and computer applications, including Microsoft Office programs (Word, Excel, PowerPoint, and Outlook), social media, and other scholastic or educational programs relative to assisting children complete homework assignments. |
| Driving | While driving is not required for this position, the applicant must have transportation or the ability to get to and from work sites. If the applicant does drive for work purposes, they must have the legal ability to drive a motor vehicle in California, proof of a valid California driver’s license, and adequate motor vehicle insurance. |
| Education and/or Experience | * High School Diploma, knowledge/experience working with children in educational setting. ECE units preferred. * Experience working with children in teaching or tutoring capacity (Required) * Working with children: 1 year (Required) * Experience managing students in a classroom environment (Preferred) * High School Diploma (Required) * Some ECE units (Preferred) * Bilingual - Spanish (Preferred) * Students working towards teaching credential encouraged to apply |
| Leadership Skills | Demonstrated ability to work well with others and provide leadership. |
| Mathematical & Reasoning Skills | Excellent mathematical and reasoning skills. This includes, but is not limited to, the ability to perform basic mathematical skills (add, subtract, multiply, divide in all units of measure, whole numbers, fractions, decimals), Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. The ability to resolve practical problems and deal with a variety of concrete variables in situations where only limited information exists, and the ability to interpret data and/or instructions. |
| Physical Demands | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools and/or controls, talk and hear. The employee is occasionally required to stand, walk, and reach using feet, legs, back, arms and hands. The employee must be able to lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus. Must be able to drive an automobile for at least two hours (in order to travel to project sites). |
| Work Environment | **Moderate to high stress work pace**. The work environment may have frequent interruptions, time constraints and most individuals in fast paced customer service environment must perform multiple tasks and be self-motivated. Noise level is low to moderate. Corporate culture is friendly and goal oriented.  The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. |
| Other Skills and Abilities: | Ability to work overtime as needed. |

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions.*

**Certifications**

A copy of this Job Description was given to the staff member.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Supervisor or Human Resources)

I received a copy of this Job Description.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Staff Member)