



# Job Description

## Youth Program Assistant (Youth Programs Department)

### I. Overview:

Category	Information
Job Title	Youth Programs Assistant
Division	Youth Programs
Department (if any)	Youth Programs
Status	Non-exempt
Hours	Part time (15-20 hours). To be determined at date of hire based on program needs
Supervisor/ Reporting	Director of Youth Programs
Supervisory Responsibilities	None

### II. Description (brief)

The Youth Programs Assistant shall assist with the supervision of children at Youth Programs, including MM Youth Club, Summer Camp, Enrichment activities & other events. The Assistant will provide input on program planning. The assigned work site for the Assistant may change throughout the year based on program needs.

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### **III. 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 Program Assistant include, but are not limited to, the following:

<b>No.</b>	<b>Essential Duty or Responsibility</b>
1	Assistant will help the site Coordinator in managing the room, including addressing minor behavioral issues with youth attending the programs;
2	Assist with program planning for Youth Programs. This includes but is not limited to lesson and activity planning, snack and supply purchasing, and room preparation;
3	Assists in the implementation of all Youth Programs including tutoring and supporting children in their studies, directing volunteers and interns, enforcing behavior standards, and managing the room and program daily;
4	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;
5	Represents Many Mansions in all interactions with the community including parents, volunteers, and service groups;
6	Assists in the planning and implementation of all special events including Spring fair, Halloween Carnival, holiday parties, game/movie nights, etc.
7	Assist in maintaining records for all programs including intake, attendance, reading and grade logs, emergency contact lists, and other data as requested;
8	Assists activities with Resource Development 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;
9	Accompanies and leads youth on field trips using chartered bus;
10	Other duties as assigned.

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#### **IV. Qualifications & Conditions:**

<b>Category</b>	<b>Qualification or Condition</b>
Communication	Excellent communications skills, including but not limited to, the ability – <ul style="list-style-type: none"> <li>• To speak, write and read English articulately;</li> <li>• To write reports and other correspondence clearly;</li> <li>• To speak, listen, and respond effectively with and among staff, agencies, residents, volunteers, and other employees.</li> </ul>
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	<ul style="list-style-type: none"> <li>• High School Diploma and knowledge/experience working with children in educational setting.</li> <li>• Early Childhood Education units (Preferred).</li> <li>• Experience working with children in a teaching or tutoring capacity (Required)</li> <li>• Working with children: 1 year (Required)</li> <li>• Experience managing students in a classroom environment (Preferred)</li> <li>• High School Diploma (Required)</li> <li>• Bilingual - Spanish (Preferred)</li> <li>• Students working towards teaching credential encouraged to apply</li> </ul>
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

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	<p>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.</p>
Physical Demands	<p>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).</p>
Work Environment	<p><b>Moderate to high stress work pace.</b> 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.</p>
Other Skills and Abilities:	<p>Ability to work overtime as needed.</p>

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

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**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)

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