

CITY OF GREENACRES

POSITION DESCRIPTION

Position Title: Youth Development Leader	Job Code No.: 6056
Department: Leisure Services	Classification: Non-Exempt
Full-Time <input type="checkbox"/> or Part-Time <input checked="" type="checkbox"/> (check one)	Hours/Week or Shift: Varies
Reports to: Youth Programs Supervisor	Effective:
Directly supervises: N/A	Revised: 08/27/18

Position Summary: Assists with the daily operations, supervision, care, and counseling of participants in the out-of-school time youth development programs and camps. Develops lesson and activity plans, schedules, organizes and conducts a variety of playground games, activities, arts and crafts, and transports participants.

Essential Duties and Responsibilities:

(The duties listed are intended to serve as an example of the typical functions performed. They are not exclusive or all inclusive and will vary with assignments.)

- Organizes and leads various games, activities, programs, arts and crafts, etc.
- Develops, implements and executes lesson plans and new activities.
- Ensures safety procedures and Health Department guidelines are followed.
- Assists with planning and implementation of the monthly activity schedule.
- Ensures the Quality Improvement System (QIS) standards are consistently met and participates in the annual QIS monitoring process.
- Assists with planning and organizing field trips and educational programs.
- Maintains accurate attendance records, discipline forms, accident reports, medication log, and other required paperwork.
- Ensures that proper opening and closing procedures are followed.
- Assists in the marketing and public relations for the program.
- Ensures safety and security of facility and participants.
- Administers basic first aid and medication as needed to participants.
- Verifies participants when entering and exiting bus; conducts inspection of bus to ensure all participants have exited.
- Transports participants' daily using City buses and vans.
- Performs other duties as assigned.

Knowledge, Skills and Abilities Requirements:

- Knowledge of:
 - Minimum standards of developmentally appropriate practice for elementary age children.
 - Games, activities and arts/crafts for youth.
 - Program policies and emergency procedures.
 - Basic office practices, procedures and equipment.
 - Basic first aid and CPR.

- Ability to:
 - Pass and maintain the Department of Children and Families (DCF) Live Scan Clearinghouse Level II background check.
 - Interpret and apply rules and regulations.
 - Work with children with disabilities in an inclusive setting.
 - Participate and lead groups of children in various recreation activities.
 - Establish and maintain an effective working relationship with co-workers, other City departments, public agencies and the general public.
 - Communicate clearly and concisely, both orally and in writing.
 - Maintain clear, concise and accurate records.
 - Organize work assignments and resources to provide timely, effective and efficient operations.
 - Maintain high standards for professional and ethical conduct.
 - Maintain confidentiality regarding participants and their family.
 - Work a flexible schedule.
 - Support the Department's and City's Mission, Values and Goals.

Education and Experience Requirements:

- High School Diploma/G.E.D. with one (1) year combined volunteer and professional experience in care of children ages 5 to 16. The School-Age Professional Certificate (SAPC) is preferred.
- Minimum age of 18 years or older.
- First Aid and CPR certification within six (6) months of employment.
- The following Department of Children and Families (DCF) Child Care courses must be completed within 90 days of hire:
 - Health, Safety and Nutrition (8 hours)
 - Child Growth and Development (6 hours)
 - Behavioral Observation and Screening (6 hours)
 - Identifying and Reporting Child Abuse and Neglect (4 hours)
- The following Department of Children and Families (DCF) Child Care courses must be registered for within 90 days of employment and completed within twelve (12) months of hire:
 - Foundations of Advancing Youth Development (12 hours)
 - Child Care Facility Rules and Regulations (6 hours)
 - Special Needs Appropriate Practices (10 hours)
- Possess a valid Florida Driver's License. Florida Class B Commercial Driver's License (CDL) with Air Brake (AB), and Passenger (P) within six (6) months of employment.

Physical Requirements/Working Conditions:

- Combination of indoor/outdoor environmental conditions on a daily basis at times without effective protection from the weather which may include excessive heat and humidity with constant noise.
- Frequent lifting and moving of tables, chairs, equipment and boxes.
- Regularly walk, sit, stand, talk, see, and hear (aid permitted).
- Regularly use hands to manipulate, handle and/or operate equipment, and reach with hands and arms.

- Occasionally kneel, bend, crouch, and lift up to 20 pounds.
- Specific vision abilities include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Operation of Buses and passenger vans.

Tools and Equipment Used:

- | | |
|--|-------------------------------|
| • Computer/printer/various software programs | • Buses and passenger van |
| • TV/Video Equipment | • Two-Way Radio |
| • Telephones | • Fax machine |
| • Copier | • Variety of Sports Equipment |
| | • Custodial Supplies |

The position description does not constitute an employment agreement, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by: /s/ Andrea McCue Date: 8-27-18
 City Manager