

## CITY OF GREENACRES

### POSITION DESCRIPTION

<b>Position Title:</b> Youth Development Assistant	<b>Job Code No.:</b> 6058
<b>Department:</b> Leisure Services	<b>Classification:</b> Non-Exempt
<b>Full-Time</b> <input type="checkbox"/> <b>or Part-Time</b> <input checked="" type="checkbox"/> (check one)	<b>Hours/Week or Shift:</b> Varies
<b>Reports to:</b> Assistant Youth Programs Supervisor	<b>Effective Date:</b> 05/17/18
<b>Directly supervises:</b> N/A	<b>Revised:</b> 6058

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**Position Summary:** Assists with the daily operations, supervision and care of participants in the out-of-school time youth development programs and camps. Implements daily lesson plans, activity schedules, and facilitates a variety of playground games, arts & crafts, activities and assists with participant transportation.

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#### **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.)*

- Provides continuous supervision to program participants.
- Ensures programs run smoothly and handles any emergency situations and discipline problems that may arise.
- Assists with the daily snack distribution and the summer breakfast and lunch program.
- Maintains accurate participant records including group attendance, bus log, incident and accident reports, student comment log, etc.
- Ensures Quality Improvement Standards (QIS) are met.
- Assists with coordination and implementation of recreational programs and activities.
- Serves as a bus aide for school pick-ups and field trips, ensuring safety and supervision of all participants.
- Maintains inventory of equipment and supplies.
- Ensures safety, security, and cleanliness of facility, equipment and vehicles.
- Communicates to appropriate program supervisor any problem, conflict or concern that may arise.
- Works special events.
- Performs other duties as assigned.

#### **Knowledge, Skills and Abilities Requirements:**

- Knowledge of:
  - Minimum standards of developmentally appropriate practices for children, youth and/or teens, depending on assignments.
  - Basic supervision and safety procedures.
  - Basic programming for specific activities, sports, arts & crafts, etc.
  - Sports rules and regulations and ability to execute them as needed.
- Ability to:

- Pass and maintain the Department of Children and Families (DCF) Live Scan Clearinghouse Level II background check.
- Handle various situations simultaneously, in a noisy and busy environment, or while operating a motor vehicle.
- Work with a diverse population.
- Participate and lead groups of children in various recreation activities.
- Learn and implement policies, procedures, rules and regulations as needed.
- Conduct pre-trip inspection and operate city vehicles on all roadways in a variety of weather conditions.
- Be available to work Camp Programs (Winter, Spring and Summer).
- Administer Basic First Aid as needed and CPR in an emergency.
- Maintain a courteous and professional demeanor.
- Maintain high standards for professional and ethical conduct.
- Establish and maintain effective working relationships with co-workers, public agencies, vendors and the general public.
- Communicate clearly and concisely, both orally and in writing.
- Perform light maintenance and custodial duties.
- Follow safety rules and regulations of the City and the Department.
- Support the Department and City's Mission, Values and Goals.

#### **Education and Experience Requirements:**

- Minimum age of 18 years.
- High School Diploma/G.E.D.
- Must possess and maintain a valid Florida Driver's License.
- One (1) year experience working or volunteering with children in different age groups in a structured setting.
- First Aid and basic 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)

#### **Physical Requirements/Working Conditions:**

- Combination of indoor/outdoor environmental conditions on a daily basis at times without effective protection from the weather that 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 the City's 15 and 7 passenger vans.

**Tools and Equipment Used:**

• City passenger vans	• Golf Cart
• Cellular phone	• TV/DVD
• Copy Machine	• Two-Way Radio
• Custodial supplies	• Variety of sports equipment
• ProCare Electronic Sign-in/out	

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*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.*

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Approved by: /s/ Andrea McCue Date: 05/17/18  
City Manager