

CITY OF GREENACRES

POSITION DESCRIPTION

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| Position Title: Youth Development Assistant | Job Code No.: 6058 |
| 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: Assistant Youth Programs Supervisor | Effective Date: 05/17/18 |
| Directly supervises: N/A | Revised: 6058 |

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.

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.

