

YOUTH SERVICES PROGRAM LEADERS

Level 1

(State Licensing term is Teacher Aide)

DEFINITION AND PURPOSE: Under the general direction of the Youth Services Manager, Program Coordinator and/or Site Director. Program Leader/Teacher Aides will be responsible for assisting and implementing activities in the Discovery Club / Day Camps and/or Pre-school programs. Program Leaders are hired for total program need not one specific site.

DUTIES AND RESPONSIBILITIES:

- Have the ability to be flexible, energetic and creative. Assist in planning activities if need arises.
- Maintains a good relationship with parents, school administration, general public and staff.
- Responsible for maintaining accurate report on children's behavior and/or other needs of concern.
- Assist in conducting disaster drill and promotes program playground safety at all times.
- Meet all State License requirements where applicable. Be informed about Title 22, Division 12, and Chapters 1 & 2 where applicable. This includes current child/adult CPR and general First Aid where required.
- Performs other related work/duties as assigned.
- Must be patient and relate well to children. Must possess good communicative skills, both oral and written.
- Responsible to report all accidents and injuries to Director on duty as well as complete and submit appropriate accidents reports.
- Must be available to work on days assigned. Site time will vary depending on minimum days and some sites require a split shift. Work days include working in the Day Camp program when Discovery Club is not in session. Occasionally will work on evenings/weekends.
- All sites require a lot of walking and being on your feet 90% of your work day. Most sites have stairs, upper and lower playgrounds. Must be physically able to lift items up to 30 lbs. and push or pull book/ball carts, etc. Assist children in case of an injury.
- Maintain a clean working environment (vacuum/sweep floor, dust furniture, clean windows & bathroom as needed etc.) Able to be around many different kinds of odors.
- Assist with the supervision of the safety of children involved with recreational activities planned through out the day. Assist Program Leader/Director as directed.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Education: Must be 18 years of age or older with a high school degree or equivalent OR if less than 16 years of age, must be currently participating in an occupational program. Completed 2 units of Early Childhood Education or related college units and continue until 6 units are completed.

Experience: R.O.P. training, Experience in Scouting, Campfire programs and child care is helpful.

Certificates: First Aid and CPR Certifications are strongly recommended. This certification is required if staff is scheduled to be on site alone on a regular basis. Current Negative Tuberculosis skin test is required at the time of employment. A new TB test is required every 3 years and at any time there is a case reported within our working environment

COMPENSATION:

	STEPS						
	1	2	3	4	5	6	7
Part-Time	\$8.00	\$8.40	\$8.82	\$9.26	\$9.72	\$10.21	\$10.72
Temp/Seasonal							

Revised 1/1/08