

# YOUTH SERVICES PROGRAM LEADERS

## Level 11

(State Licensing term is Teacher)

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

### DUTIES AND RESPONSIBILITIES:

- Be flexible, energetic and creative. Must enjoy working with children. Capable of planning activities.
- Maintains good relationship with parents, school administration, general public and staff.
- Responsible for maintaining accurate reports of children's behavior and/or other needs or concerns.
- Promotes safety at all times. Supervises recreational activities.
- Must be patient and relate well to children. Possess good communication skills, both oral and written.
- Exhibit a basic competency in elementary math, English, reading, etc. to aid in homework.
- Meets all State Licensing requirements where applicable. Familiar with Title 22, Division 12.
- Responsible to report all accidents and injuries to Director on duty and complete accident reports.
- Must be available to work on days assigned. Some sites require split shifts. Workdays include Day Camp when Discovery Club is not in session.
- Capable of walking, running, standing, playing games up to 90% of workday. Be able to climb stairs, lift items up to 30 lbs., push or pull ball carts, etc. Assist children in case of an injury.
- Tolerate outdoor conditions such as heat, cold and pollens.
- Maintain a clean working environment: vacuum/sweep, dusting, using cleansers for bathrooms, sinks, floors, emptying trash.
- Maintain site in Director's absence, if necessary. Assist with food preparation and clean-up.

### EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES

Must be 18 years or older with a high school degree or equivalent. Completed 6 units of Early Childhood Education (or related units toward a teachers/recreational degree) and enrolled in 2 units per semester until college units are completed in related or required subjects totaling 12 units. 180 hours of related work experience may be applied for 6 of these units. A minimum of six months of work experience in a child care program. Good communication skills. A current child/adult CPR and First Aid certificate is mandatory. A current negative TB test (renewal required every 3 years) and a health screening report are required indicating ability to perform the assigned duties and absence of any health condition that would create a hazard to the person, children or other staff members. A Department of Justice clearance is mandatory.

### COMPENSATION

### STEPS

	1	2	3	4	5	6	7
Part-time	\$8.48	8.91	9.35	9.82	10.31	10.83	11.37
Temp/seasonal	\$8.00	8.40	8.82	9.26	9.72	10.21	10.72

Effective 1/1/08