

YOUTH SERVICES PROGRAM LEADERS

Level 11I

(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 and leading 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. Plans and 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.
- Ability to lead a group through daily activities without direct supervision.
- Performs disaster drills and/or other work-related duties as assigned.

EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES

Must be 18 years or older with a high school degree or equivalent. Completed 12 units of required Early Childhood Education or related college units toward a teacher/recreational degree. 180 hours of related work experience may be applied for 6 of these units. OR current Child Development Associate (CDA) credential. OR Child Development Teacher's Permit. 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	\$9.82	10.31	10.82	11.36	11.93	12.53	13.16
Temp/seasonal	\$8.90	9.35	9.82	10.31	10.83	11.37	11.94

Effective 7/1/07