

Youth Worker



Department: Youth Development

FLSA Status: Non-Exempt

Reports to: Youth Services Supervisor

Date: April 2018

Position Summary:

The Youth Worker provides a safe and supportive environment to at risk youth by building relationships with them, offering activities that promote the 40 development assets and providing opportunities to learn and grow. Ensures safety of youth participants.

Essential Functions:

The duties identified below are the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide active supervision to ensure child safety
- Maintain a clean, safe and inspiring environment for the children
- Assist children with homework assignments
- Assist with meal preparations and snacks
- Plan and conduct, developmentally appropriate youth activities to promote social, emotional intellectual and physical growth of youth
- Promote parent involvement
- Perform general office duties: phone calls, emails, filing, etc.
- Plan and lead field trips in the community

QUALIFICATIONS:

To perform this position successfully, an individual must demonstrate regular, predictable attendance and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and skill required. The individual must be able to successfully pass background checks.

Education/Certification/Licensure:

- High school diploma or equivalent

Experience Required:

- 1-2 years previous experience working with children preferred

Knowledge and Skills Required:

- Ability to effectively work with children
- Strong communication skills, both written and verbal
- Basic math skills
- Problem solving skills
- Ability to fluently communicate in Spanish is a plus

Physical Requirements:

To accomplish the essential functions of the position, one must be physically able to operate or work with gym equipment,

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computers, calculators, computer software applications, phones, and other standard office equipment. The physical activities of the position include talking, jogging/running, reaching, grasping, light lifting, bending, squatting, kneeling, and other repetitive motions.

Working Conditions:

- Work is considered sedentary and performed mainly in a pleasant office environment with rare exposure to environmental factors.
- Minimal safety hazards with general office working conditions.

INTENT AND FUNCTION OF POSITION DESCRIPTIONS

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. The Organization reserves the right to modify the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist the Organization in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the Organization. Position descriptions are not intended as and do not create employment contracts. The Organization maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.