



Youth Program Aid Position Description

Position Title: Youth Program Aid

Reports To: Youth Program Coordinator

Salary: \$13.00/hour

Job Status: Hourly, Part Time (20-25 hour/wk)

POSITION SUMMARY

Responsible for supervision and management of participating youth, which includes building positive relationships, planning and implementing activities, and upholding youth behavior expectations.

DUTIES AND RESPONSIBILITIES

- Plan and facilitate a variety of age-appropriate activities that provide youth with social-emotional and educational skill development. This also may include facilitating special programs and/or events.
- Ensure a healthy, productive environment that supports positive peer and adult relationships through physical and emotional safety.
- Enforce DCA Youth Program Incentive policy, highlighting positive behavior support in social emotional learning skills.
- Maintain the organization and cleanliness of the Douglass Community Association, which includes completing a closing check at the end of the day.
- Assist Youth Program Coordinator with distribution and collection of information to youth, including field trip permission forms, special event announcements, notifications of program closings, and targeted programs.
- Assist with planning and implementation of DCA events, including fundraisers as requested.
- Attend all required staff meetings and/or training.
- Dress in an appropriate manner conducive to working with youth in a recreational program and at special events.
- Perform other related duties as assigned.

POSITION QUALIFICATIONS

- High School Diploma or equivalent.
- Experience in a youth development organization with experience working with diverse populations.
- Experience creating and implementing educational and recreational activities that are creative, fun, engaging, and inclusive.
- Enthusiastic about working with and engaging youth.
- Strong communication skills, both verbal and written.

Regularly scheduled hours Monday through Friday (3:00 pm – 7:00pm) with flexibility to attend occasional events earlier or later in the day and/or weekends.

Desirable Skills and Characteristics

Must have a well-developed ability to establish and maintain strong relationships with youth and their parents, and the community in which the youth reside. The ability to work well with a team is critical along with creativity and the ability to demonstrate initiative. A bachelor degree in education, social work, family studies, psychology, a related field or equivalent experience (2-5 years working with youth). Must have an ability to deliver programming and be innovative in the delivery to include an understanding and/or ability to learn about race/racism, intersectionality, diversity and inclusion.

Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, color, familial status, gender, gender identification, marital status, national origin, non-job related disability, race, religion, sexual orientation, veterans' status. EOE

Staff Signature (endorsing your understanding and acceptance of the job description):

Signature

Date

Email:

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