

After School Program – Lead Youth Development Worker

Job Title: After School Program Lead Youth Development Worker
Department: Support
Reports to: After School Site Director
Classification: Non-exempt
Category: Support Staff

Summary

A lead youth development worker provides non-instructional services to students, and is responsible for working closely with site director, school administrators, as well as all youth development workers to meet the many needs of program students.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Maintain a close cooperative relationship with site director and administration.
- Works with site director, administration and teachers, to plan tutoring needs for students.
- Coordinates daily attendance numbers for the afterschool program by communicating effectively with building office manager and secretaries and then relaying all information to youth development workers.
- Assists the site director in maintaining control of students, planning recreational and educational activities, documenting attendance or discipline problems, supervising playground activities and maintaining positive relationships with children, parents and all school personnel.
- Work and communicate effectively with parents.
- Cooperates with the site director and maintains a working relationship that is both professional and personable.
- Accepts responsibility for reporting to work on time and maintaining accurate hourly records of work time.
- Assist the site director in any matter relevant to the operation of the program.
- Prepare program materials, assists in the daily set-up and clean-up of program projects, assists in preparing routine paperwork, and attends training sessions as directed by the site director.
- Participates in planning and implementation of ongoing in-service and career development program for all staff, which includes orientation for new personnel; classroom observation; professional growth workshops, conferences and classes, visiting other programs and current certification in first aid and/or CPR.
- Effectively maintain attendance using the district required software program.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

Assumes the responsibility of the site director, when site director is absent.

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Qualifications

Education – High School graduate, prefer early childhood or elementary education training or experience.

Knowledge of after school program policies and procedures that apply to the position.

An appearance that reflects positively on the after school program and the Maryville R-II School District.

Human relation skills such as the ability to work with children, good sense of humor, enthusiasm, patience, and the ability to accept responsibilities.

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Read and comprehend simple written and oral instructions, short correspondence and memos.

Write short correspondence and memos.

Communicate one on one and in small groups.

Reasoning

An individual who holds this position must have the ability to:

Understand and follow verbal and written instructions.

Occasionally solve problems involving concrete variables within standardized situations.

Technology

Basic computer skills including word processing and data entry.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

An individual who holds this position:

Is frequently required to stand, stoop, bend and kneel.

Must have both close and distance vision.

Hearing

The employee must be able to hear a conversation in a noisy environment.

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The individual who holds this position will regularly work in a school environment that is noisy and active. Occasionally the individual will be required to work outdoors for short periods of time to perform such tasks as loading and unloading students from district transportation and supervising outdoor activities.