

Position Description

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

General Information

Position Title: Program Aide Oct- May &/or July-Aug.	Location: Program Site(s)	Date: June 2017
Reporting Relationship(s): Position reports to the Youth Develop. Site Facilitator/Coordinator		FLSA Classification: Non-Exempt

General Summary

This individual will assist in the implementation of one of the agency's off-site youth development programs. He/she will work within the areas of academic and enrichment programming.

Duties and Responsibilities

This position will:

Assist in the coordination and implementation of program activities including:

- Assist with the facilitation of all enrichment activities.
- Assist with behavioral issues, paperwork, data system and other duties that are associated with program.
- General set-up and clean-up of activities.
- Providing role modeling, supervision and monitoring of program participants in a safe environment.
- Attend required meeting, trainings/workshops and special events.
- Help provide safe boarding or disembarking on the school bus.

Maintain Program and License requirements, varies by site and program

- 1) Attend required training(s) i.e. CPR, First Aid and MRT)
 - 2) Complete 30 hours of training every 2 years as required, 15 hours within the first 6 months (site dependent)
 - 3) Approved SCR
- **Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor**
 - **Time: 12-20 hours a week**

Education Requirements

High School Diploma preferred.

Previous Experience Requirement

- A minimum of 1 year experience working with youth ages 5 to 16 required.
- The ability to supervise and monitor students for a safe, healthy, and structured environment.

Knowledge and Skills Needed to Perform Effectively in this Position

- Word-processing and database proficiency
- Strong leadership and communication skills
- Organizational and time management skills
- Familiarity with community resources

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- Commitment to working with youth.

Additional Requirements

- Incumbents in this position will be expected to work up to 40 hours per week as job requirements and school calendars dictate.
- Evening, weekend, winter and spring breaks hours are required when students and programming are in operation.
- PTO needs to coincide with times when students and programming are not in session, unless there is an extenuating circumstance (Please follow procedure). A schedule of school breaks will be provided.
- If you are unable to work at any time, please note it is your responsibility to make arrangements with your supervisor at least 2 hours prior to your shift.
- Maintains effective professional relationships with school staff, other service providers and community members.
- Recognizes and values diversity within the work environment. Be an effective team player, value and be respectful of individual differences.
- Conduct yourself ethically, honestly and with integrity
- Must be fingerprinted to be submitted for criminal background checks
- Access to a daily reliable transportation
- NYS valid driver's license (site/position dependent) vehicle with 100,000/300,000 auto insurance liability limits to meet requirements of job description including but not limited to;
 - ✓ Daily travel between agency's main office and program sites as required to accommodate schedules of designated schools
 - ✓ Obtainment and transport of supplies and equipment

Physical Dimensions (Job-related physical abilities an individual need to possess to perform the job in a satisfactory manner)

- This position involves extensive walking and driving and possibly lifting to 20 pounds
- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship

I acknowledge I have read and understand this job description. I agree to assume the defined responsibilities and perform these duties.

Employee Signature:

Date: