

# 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.*

<b>General Information</b>		
<b>Position Title:</b> Program Aide (9 month position)	<b>Location:</b> Program Site(s)	<b>Date:</b> 7/17/09
<b>Reporting Relationship(s):</b> Position reports to the Coordinator of the program for supervisory support		<b>FLSA Classification:</b> Non-Exempt

## **General Summary**

This individual will assist in the, implementation of one of the agency's off-site after-school youth development programs. (S)he will work within the areas of academic and enrichment programming part-time at a rate of \$10.00/hour.

## **Duties and Responsibilities**

- **Time: 15-20 hours week**
- **Provide supervision and monitoring of program participants in a safe and educational environment**
- **Model positive and appropriate behavior for program participants**
- **Assist in the coordination and implementation of program activities including:**
  - 1) Registration, attendance, and daily activity sign-in
  - 2) General set-up and clean-up of activity and dining areas
  - 3) Delivery of youth development/programming/workshops
  - 4) Program planning and evaluation
  - 5) Assist with transportation (embark and disembark bus/van, manage behaviors)
  - 6) Attend required meeting, trainings/workshops and special events

## **Education Requirements**

High School Diploma or GED required.

## **Previous Experience Requirement**

Experience working with youth is required

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## 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
- Commitment to working with teens in a parallel family system.

## Additional Requirements

- Must be fingerprinted to be submitted for criminal background checks
- Must be at least 21 years old
- Reliable Transportation to and from the program site on scheduled workdays and for meetings and trainings

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

- *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.*