



SUMMARY

Under immediate supervision, performs routine support duties for child development services in Youth Services programs; assists children in activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from higher-level supervisory staff and direction from lead staff. Exercises no supervision over staff.

DISTINGUISHING CHARACTERISTICS

This entry-level classification in the Program Leader series is responsible for providing child development services in Youth Services programs. Incumbents at this level are not expected to function with the same amount of knowledge or skill level as positions allocated to the Senior Program Leader level, and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Provides support duties for child development services in Youth Services programs; assists children in activities; prepares and serves snacks based on established guidelines; performs clean-up and food storage duties.
2. Assists in preparing instructional, craft, and other materials; participates in, and encourages, play activities with the children; may assist in providing tutorial and/or remedial activities in small groups.
3. Uses positive reinforcement strategies to maintain order and discipline within the classroom; handles disruptions as needed.
4. Opens, secures, and cleans program areas before and after program use; prepares program areas for scheduled activities and events.
5. Assists in the implementation and monitoring of District procedures with respect to participant safety.
6. May participate in staff meetings, family conferences, and other special meetings; observes and monitors family conditions and notifies supervisor of concerns as appropriate.
7. Assists with maintaining required and appropriate documentation, including observation notes, logs, and other records.
8. May participate in public relations, outreach, and community education activities.
9. Attends staff training, workshops, and courses as directed by supervisor.
10. Assists with District special events as needed.
11. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED, or currently enrolled in child development Regional Occupational Program (ROP).
- Experience working with children in a childcare or educational setting is desirable.

Knowledge of:

- Child development services, operations, and activities.
- Modern office practices, methods, computer equipment, and applications related to the work.
- Principles and practices for providing high level of customer service

Ability to:

- Learn policies, rules, regulations, operations, services, and activities related to assigned activities.
- Assist in maintaining the safety of program activities and participants.



- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work as directed in an efficient, effective, safe, and timely manner.
- Make basic mathematic calculations with speed and accuracy.
- Demonstrate strong customer service skills, and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

- Completion of American Red Cross First Aid, CPR, and AED training within six months of hire and maintained throughout employment.

PHYSICAL DEMANDS

Must possess: mobility to perform medium physical work; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. The classification supports indoor and outdoor programs requiring frequent walking, running, conducting exercises, and related physical activities. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, calculator, or tools and equipment used in assigned program area. Program activities may require sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties; the ability to lift, carry, and push tools, equipment, and supplies weighing up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. May be exposed to communicable illnesses, blood, and body fluids. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- Medical exam, legally mandated immunizations, tuberculosis, and drug testing clearance.

CLASSIFICATION DETAILS/HISTORY

Job Code: PT238

FLSA Status: Non-Exempt

Supersedes: New, previously used Recreation Leader I classification