

JOB DESCRIPTION

Position Title:	Out-of-School Time Staff	Date:	August 2012
Department:	Community Education	Location:	Elementary School Sites
Accountable To:	Program Coordinators, Community Education		

Primary Objective of Position:

To provide high quality opportunities by engaging youth with innovative programming that supports success.

MAJOR AREAS OF RESPONSIBILITY

Knows and follows program policies and procedures as identified in the staff handbook and attends professional development opportunities as required or requested.	1
Develops and implements comprehensive programs and activities that support youth development.	2
Engages youth in diverse opportunities to develop new skills and support continued learning through: Offering age appropriate activities Connecting to curriculum-based outcomes Creating self-directed interest areas that support student exploration in science, math, and literacy Developing activities that support mental and physical health Providing youth with opportunities for creative expression and reflective thinking	3
Fosters civic responsibility through service, leadership and relationship building.	4
Understands the needs of each individual to feel accepted by fostering positive group dynamics and valuing the contributions of all youth.	5
Actively works with youth to develop pro-social behaviors (ex: respect, cooperation, responsibility, empathy).	6
Builds a trusting relationship with youth by recognizing and responding to individual needs and personalities.	7
Cultivates, supports and expands the partnership between school, families, and community.	8
Establishes positive communication and relationships with students, staff and families.	9
Brings concerns and questions to supervisor and accepts direction.	10
Is an active team member who contributes and communicates effectively with co-workers and supervisor and implements agreed upon changes.	11
Effectively manages and ensures the safety and security of large groups.	12
Provides a safe environment through active supervision and good decision making that ensures the health and well being of all youth.	13

KNOWLEDGE, SKILLS AND ABILITIES

Experience working with youth (ex: mentoring, tutoring, coaching).	14
Knowledge of youth development principles, preferred.	15
Experience working with diverse populations, preferred.	16
Ability to go outside every day, if requested.	17
Ability to lift 40 pounds, move tables and chairs and other equipment as needed.	18
CPR and First Aid certification, required.	19
Must be 18 years old and a high school graduate.	20