

# Program Assistant Lead

Dept/Div: Community Education and Recreation Services/N/A FLSA Status: Non-Exempt **General Definition of Work**

Performs intermediate human support work assisting with the planning and implementation of an out of school time program which provides services to youth with diverse interests, talents, perspectives and learning styles while supporting appropriate conduct, speech and attire, and related work as apparent or assigned. Work is performed under the close supervision of the Out of School Time Site Supervisor and Out of School Time Activity Leader.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function listed below satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. This is not an exhaustive list of any or all functions a position could perform. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

## Essential Functions

Consistently engages and interacts with youth in order to build positive relationships.

Develops activity plans incorporating multiple content areas.

Ensures work is completed accurately and meets deadlines.

Assists in the maintenance, cleanliness and appearances of program spaces.

Understands, follows and enforces program procedures; acts as an advocate and role model for students in the program.

Facilitates group activities and provides adaptations to activities to meet the needs of youth.

Consistently enforces program expectations, rules and guidelines.

Works collaboratively with students, peers, and program leadership staff to provide quality opportunities for youth.

Encourages problem solving among youth using positive reinforcement, redirection, effective communication and developmentally appropriate consequences.

Greets and welcomes youth and families; communicates about current and upcoming program and student opportunities.

Attends and participates in relevant staff meetings, trainings and workshops.

Actively supervises assigned space/group and effectively manages large groups.

Manages student groups while leading activities and ensuring student safety.

Participates in staff development and completes required number of training hours annually.

Assists with adhering to district health and safety procedures.

## Knowledge, Skills and Abilities

General knowledge of the practices, methods and techniques needed to implement a high quality program aligned with the developmentally appropriate and individual needs of youth; general knowledge of applicable district policies and procedures; general knowledge of program procedures and guidelines; general skill using standard office equipment and related hardware, software and peripherals; ability to effectively communicate orally and in writing; ability to use classroom and instructional equipment; ability to maintain files and information; ability to establish and maintain effective working relationships with youth, parents, teachers, associates, administration and the general public.

## Education and Experience

High school diploma or GED if over 18 years old and minimal experience working with youth, or equivalent combination of education and experience.

## Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires standing, speaking or hearing and using hands to finger, handle or feel, frequently requires walking and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling,

reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has

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standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment and Body Fluids; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic).

### **Special Requirements**

Certified in First Aid/CPR within 90 days of hire.

Must be at least 16 years of age.

Last Revised: 9/27/2017