

City of St. Helens

Job Title: Youth Program Lead
Department: Administration
FLSA Status: Non-Exempt
Union: None, Seasonal
Created: September 5, 2018

GENERAL PURPOSE

A variety of duties and tasks may be assigned. A pre-employment background check will be conducted by the St. Helens School District. This position is responsible for ensuring that children, ages five to 12, have a safe and positive educational and recreational experience by acting as leader assisting in operations of an after-school activities program by the St. Helens Recreation Program in partnership with the St. Helens School District.

Hours per week: 0-30

(Position is employed only during the St. Helens School District school year, so this position is considered "seasonal")

SUPERVISION RECEIVED

Works under the general supervision of the City's Administration Department and follows directions from the Recreation Coordinator.

SUPERVISION EXERCISED

None.

JOB DUTIES AND RESPONSIBILITIES

- Ensures the safety of children who attend the St. Helens Recreation After School Youth Program. Programs consist of a maximum ratio of one program counselor to fifteen children.
- Ensures necessary supplies have been purchased and are available and ready for use.
- Coordinates and implements a positive program that includes group active games, individual leisure time, homework and reading and writing time, arts and crafts, meals and snacks breaks, and bathroom breaks.
- Prints and uses daily rosters to track attendance throughout the day, ensuring that all children are safe and accounted for at all times.
- Monitors parent and guardian pick up and checkout procedures, and ensures all paperwork and documentation has been adequately signed.
- Ensures safe use of equipment, toys, furniture, etc.
- Intervenes and manages children's behaviors, as needed.
- Provides necessary and appropriate consequences to help manage challenging behaviors and communicates with management when child behavior becomes unmanageable or unsafe.
- Builds positive, enriching relationships with children and their families by providing an encouraging and supportive environment at all times; communicates regularly with parents and guardians regarding student's progress and behavior.
- Provides parents and guardians with accident or incident reports for signature or review if needed.
- Assists with marketing efforts relating to youth programs.

- Assists in setting a calendar for seasonal staff meetings and discussing topics appropriate to the needs of the program.
- Leads by example, coaches, and corrects incorrect or unsafe behaviors and techniques.
- Opens and closes the facilities, following the opening and closing checklist, as needed.
- Follows laws of mandatory reporting.
- Communicates effectively to participants, provides information and assistance to participants regarding general inquiries, programs, and schedules.
- Ensures the safety, cleanliness and organization of classrooms and other trafficked areas, by assisting with daily cleaning tasks like wiping down furniture, sweeping, mopping, washing and sanitizing dishes and toys, and laundering soiled towels and clothing.
- Assists in responding to emergency situations in the work place by following the emergency action plan, contacting the appropriate agencies, and documenting incidents as necessary; assists in ensuring First Aid and CPR supplies are maintained and ready for use.

MINIMUM QUALIFICATIONS

- Must be age 18 years or older.
- High school diploma or general education degree (GED).
- Related experience and/or training working with children ages five to 12.
- Ability to read, analyze, and interpret general business procedures. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of clients, customers, and the general public.

DESIRED QUALIFICATIONS

- Displays excellent communication skills required in working with coworkers/public, including the ability to communicate effectively and remain calm and courteous under pressure.
- Demonstrates abilities to work collaboratively in a team environment with a spirit of cooperation.
- Maintains punctual, regular, and predictable attendance.
- Maintains a neat and professional appearance and follows dress code protocol where assigned.
- Respectfully takes direction from the supervisor.
- Follows policies, procedures, and guidelines as described in the City of St. Helens Personnel Policies and Procedures Manual and other documentation related to this position.

SPECIAL REQUIREMENTS

- Food Handler's License required within 60 days of hire.
- CPR/First Aid certification required within 60 days of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment consists of indoor and outdoor supervision of children ages 5-12 within Lewis and Clark Elementary School.