



Youth Worker P/T

Department	Programs	FLSA Status	Non-Exempt
Reports To	Site Leader	Hours:	M-F not to exceed 17.5 hours per week
Grade		Date Approved	

Position Summary

**BASIC PURPOSE:**

Youth Workers engage children in specific activities at assigned site.

Working Conditions

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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop; kneel; crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee may be required to drive and transport clients.

**ESSENTIAL FUNCTIONS**

Job Function

- Youth Workers assigned activities which may include: homework assistance/tutoring; education and prevention groups; arts & crafts activities; health and wellness activities; music sessions; and technology workshops.
- Tracks student attendance in activity sessions daily.
- Completes activity reflections weekly.
- Provides leadership and discipline to youth utilizing tools learned from Staff Development trainings and maintaining controlled learning environments 100% of the time.
- Attends and participates in all required staff meetings, functions and training opportunities reflected through sign in sheets and survey forms 100% of the time. Absent staff from required trainings must have prior approval by Program Director two weeks before training takes place.
- Keeps assigned areas, supplies and equipment clean, neat, and organized 100% of the time.
- All other duties and responsibilities as assigned.

Education	Experience	License & Certification	Testing	Other
<b>Required:</b> Pursuing an AA Degree	<b>Required:</b> At least one (1) year experience working with youth	Current Valid Driver's License First Aid/CPR		

Special Notes

**Additional Requirements:**

In addition to the stated responsibilities above, the Youth Workers is expected to:

- Clearly and courteously communicate with all staff, especially his or her supervisor;
- Cooperate with other staff and volunteers;
- Be professional, responsible, prompt, and client-driven;
- Maintain a positive attitude and be a positive role model;
- Be familiar with and follow all agency policies and procedures;
- Dress appropriately (no shorts, no sleeveless or low-cut blouses, no sweats, no flip-flops); SA YOUTH shirts are required when at sites.
- Treat staff, volunteers, and clients with respect;
- Implement lesson plans and submit reflections weekly;
- Assist in preparation, food handling, and cleaning up before, during, and after daily meal service;
- Be aware and prepared of monthly calendar events and daily scheduled activities;
- Participate in transportation of students by driving or monitoring as necessary;
- Clock in and out each time he or she leaves or returns to the campus (on personal business);
- Work within the mission to meet all stated goals and objectives of the agency's programs;
- Agree that his or her employment with the SA Youth may be ended at any time, with or without cause, with or without notice; AND
- Occasionally work over-time to meet expectations and deadlines

My signature indicates that I have reviewed and accept my job description, and acknowledge that it is a guideline of my function and responsibilities as well as perform any other duties as assigned by my Supervisor.

Employee Signature		Supervisor Signature	
Date		Date	