

## **YOUTH SERVICES PROGRAM LEADER I**

State licensing term: Teacher Aide

**DEFINITION AND PURPOSE:** Under the general direction of the Youth Services Manager, the Program Leader I provides academic support and assists with enrichment and recreation activities for elementary school students, along with miscellaneous duties. Program Leaders work for total program needs, not for one specific site.

### **ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Follows lead direction of the Youth Services Coordinator during Day Camp and Youth Services Site Director during Discovery Club
- Assist with program activities such as sports, games, special events, arts and crafts, drama and social activities.
- Offer homework assistance
- Assist with supervision of students including recreational activities and playground use
- Promote safety at all times, reporting potential safety issues or injuries immediately to the Director on duty
- Complete accident reports in a timely manner
- Maintain accurate reports of children's behavior and/or other concerns and communicate to the Director on duty
- Maintain positive relationships with parents, school personnel, co-workers, other District employees and the public in accordance with good customer service practices and District policies

### **NON-ESSENTIAL JOB FUNCTIONS:**

- Assist in the preparation, serving and clean up of snack items
- Assist with basic cleaning duties (vacuum/sweep floor, dust, clean windows, bathrooms, empty trash, etc.) and maintenance of the room, including setting up and tearing down
- Perform other related work/duties as assigned

### **KNOWLEDGE, SKILLS AND ABILITIES**

Exhibit a basic competency in core subjects to assist students with homework; possess good communications skills, both oral and written, including basic computer skills; Ability to follow program procedures and demonstrate good judgment, especially in regard to safety; knowledge of Title 22, Division 12, meeting all State Licensing requirements as applicable. Department of Justice clearance, including Child Abuse Index; effective classroom management skills; creativity and attention to detail and follow-through.

### **WORK ENVIRONMENT**

The position requires working in both an indoor, temperature controlled classroom environment and in outdoor environment in all weather conditions including wet, heat, cold, and exposure to dust, pollen and cleaning chemicals. The position requires both near and far vision and competent/adequate hearing when supervising children both in the classroom and on the playground. The noise level of the indoor setting can be loud. Must be available to work on days and times assigned, which may require split shifts or substituting. Work days may also include Day Camp when Discovery Club is not in session, an occasional weekend, holiday or evening hours. Capable of walking, running, standing, playing games up to 90% of the work day, occasionally on uneven terrain. Able to climb stairs, lift items up to 30 lbs., push or pull ball carts and equipment and to assist children in case of injury.

### **EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES**

Candidate must fulfill the requirements for a Teacher Aide as described in Title 22, Division 12, of the Community Care Licensing Division for Child Care Centers for the State of California. Position requires the immediate supervision of a Program Leader II, III, Director, Coordinator or Manager.

*Youth Services Program Leader I - Job Description*

*REVISED January, 2018*

High school degree or equivalent. Must be 18 years of age. In addition:

Must have completed or be currently enrolled in at least two units of postsecondary semester or equivalent quarter units in Early Childhood Education or related college units and continue until six units are completed. Twenty training hours may be substituted for each unit of education. Units and training hours may be combined to meet the total education requirement.

**Or** if between the ages of 16 and 18, must be enrolled in an occupational program conducted by an accredited high school or college (such as R.O.P.) or have a high school degree.

Preschool: R.O.P. (child care) certificate and completion of at least 2 ECE units per semester/quarter until six units are completed. (no related subjects accepted) All other requirements for a preschool aide apply.

Temp/seasonal (day camp): at least 16 years of age, no education requirements and are not subject to licensing regulations.

Experience preferred but not required, such as R.O.P., coaching children's sports, babysitting, or volunteering with children's groups such as Boy/Girl Scouts.

### **LICENSES, CERTIFICATES AND IMMUNIZATIONS**

Current First Aid and CPR certifications are required. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code and a check against the Child Abuse Index. Conviction of certain criminal offenses may prohibit employment.

**COMPENSATION:** Part-time/temporary/seasonal non-union position.

Wage rate range

\$11.00- \$14.71

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**