

YOUTH SERVICES PROGRAM LEADER II

State licensing term: Teacher

DEFINITION AND PURPOSE: Under the general direction of the Youth Services Manager, the Program Leader II assists in providing academic support and facilitating 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
- Demonstrate effective classroom management
- Offer homework assistance
- Lead recreational activities and supervises 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
- Administer medications as directed by the parent in accordance with the proper medical forms and procedures

NON-ESSENTIAL JOB FUNCTIONS:

- Assist in the preparation, serving and clean up of snack items
- Contribute to the planning and implementation of activities and events as the need arises
- 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
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Exhibit creativity, energy and patience with students, maintaining positive relationships and treating them with respect in all situations; exhibit a basic competency in core subjects to assist students with homework including basic computer skills; 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; possess good communication skills, both oral and written; 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; observe sanitary practices in the program environment; exhibit effective classroom management skills.

Youth Services Program Leader II – Job Description

REVISED January, 2018

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 as described in Title 22, Division 12, of the Community Care Licensing Division for Child Care Centers for the State of California.

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

Completed six units of Early Childhood Education or related units and enrolled in two units per semester/quarter until college units are completed in related or required subjects totaling twelve units. 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 Child Development Assistant Permit.

Preschool: Early Childhood Education units only (no related areas accepted). All other requirements for a preschool teacher apply.

Minimum of six months of work experience in a child care program.

LICENSES, CERTIFICATES AND IMMUNIZATIONS

A current CPR and First Aid certificate as specified by State Licensing is mandatory. 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. Health clearance required, dated not more than one year prior or seven days after initial presence at the child care center.

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.")

Temp/seasonal (day camp): CPR/First Aid certificate is preferable but not mandatory. Health clearance not required.

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

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

Wage rate range

\$11.55 - \$15.45

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