

YOUTH SERVICES PROGRAM LEADER III

State licensing term: Teacher

DEFINITION AND PURPOSE: Under the general direction of the Youth Services Manager, the Program Leader III 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
- Lead 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 supervise 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
- May substitute as Director for up to 30 days or be designated to represent the facility and receive licensing reports in Director's absence
- Perform other work/duties as assigned

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
- 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
- Communicate with parents regarding student concerns in Director's absence or as needed

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.

REQUIRED QUALIFICATIONS

Candidate must fulfill the requirements for a fully-qualified Teacher as described in Title 22, Division 12, of the Community Care Licensing Division for Child Care Centers for the State of California.

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

Completed twelve units of Early Childhood Education or related college units. Twenty training hours may be substituted for each unit of education or units and training hours may be combined to meet the total education requirement.

Or current Child Development Associate (CDA) credential.

Program Leader III – Job Description

REVISED January, 2018

Or Child Development Teacher's Permit.

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

Experience: Minimum of six months of work experience in a child care program prior to employment.

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.")

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. Workdays may also include Day Camp when Discovery Club is not in session, and occasional weekend 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.

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

Wage rate range

\$13.28 - \$17.77

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