

### **Assistant Youth Learning Center Position Info**

Department: Youth Programs

Dept. Code: 011-060

Reports to: Regional Director of Youth Programs

Status: Non-Exempt

Date: May 17, 2018

#### Position Objective:

Support the Youth Learning Center Coordinator with the implementation of daily programs for school age children and their families.

#### Education/Experience:

High School Diploma required. Bachelor's Degree in Social Work, Recreation, Sociology or Human Services or equivalent education and/or experience strongly preferred. Minimum of one year work experience in a group leadership position with youth. Valid North Carolina driver's license and ability to work weekends and evenings. Must be at least 21 years old.

#### Duties and Responsibilities:

- Assist Learning Center Coordinator in the planning and implementation of monthly schedule of activities including computer based reading programs, special activities, field trips, support services, and health and wellness activities.
- Ensures that no damage occurs to the Housing Authority's or community partner's physical space by the participants of the program.
- Complies with all safety standards and reports any unsafe condition immediately to the Learning Center Coordinator. Participates in daily cleaning of the program space.
- Assists with transportation services for off-site events for youth.
- Observe, record, and report individual child's behavior and progress as assigned.
- Additional duties as required by the Regional Director of Youth Programs.
- Follows the guidelines as written in the personnel handbook.
- Submits all required paperwork accurately and on time – Timesheets.

#### 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 their job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; sit, and use hands. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distant vision.