



JOB DESCRIPTION

Youth Development Aide

Reports to: Facility and Youth Development Manager

FLSA: Nonexempt

Role: Aide

Descriptive Summary

The Youth Development Aide plans, organizes, and leads recreation activities in a Before & After School/ Summer Day Care Program for children ages 5-12 while providing a safe environment to learn, play, and grow. The Youth Development Aide provides opportunities for children to experience new activities and learn new skills, good sportsmanship, and the value of working together.

Core Functions

- Develops games and activities for children of various age groups, skills, and abilities.
- Supervises, leads, and teaches groups of children in various activities.
- Implements schedule of activities provided by the Facility and Youth Development Manager or Assistant Youth Development Manager.
- Serves snack in accordance with food safety guidelines.
- Completes cleaning assignments at the end of each shift.
- Follows progressive discipline track system with children.
- Chaperones field trips to a variety of locations.
- Follows all Washington State DEL licensing requirements.
- Completes daily attendance and ensures check-in and check-out of each child.

Winning Behaviors, Competencies, and Skills

- Respects the diversity of those we serve and the challenges they face.
- Establishes and maintains healthy interpersonal relationships with team members and co-workers.
- Is passionate about making a difference in the lives of youth.
- Initiative, flexibility, and eagerness to seek out and involve others.
- Confidence.
- Creativity.

Supervisor Responsibility

None.

Work Environment

This job operates primarily in a gymnasium and is frequently required to work in a City Park and other field trip locations. This role is routinely exposed to outside elements including sun, dry heat, wet, and or humid conditions. The noise level in the work environment is loud.

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.



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While performing the duties of this job, the employee is regularly required to see, talk and hear. This position is frequently very active and often requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day.

Position Type and Expected Hours of Work

The hours of this position vary according to the District 81 school schedule. Typical hours during the school year are 6:00 am-8:30 am and 2:30 pm-6:00 pm, M-F with the occasional early-release day or full day. During spring, summer, and winter break the hours range from 6:00 am – 6:00 pm, M-F.

Travel

None

Required Education, Experience, and Qualifications.

1. High School Diploma.
2. Experience in recreation, physical education, sports, elementary education or related field.
3. CPR and first aid certification.
4. Basic STARS for Washington Child Care Professionals—20 hours training.
5. WA State Department of Early Learning—MERIT registered.
6. TB test current.

Preferred Education and Experience, and Qualifications.

1. College coursework in Early Education or other relevant field.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

I understand and agree to the duties and expectations of my role as outlined in this job description. I understand nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Employee Name

Employee Signature

Date