

FAMILY RESOURCES, INC.
POSITION DESCRIPTION

Position Title:	Program Assistant	Program:	Youth Enrichment Program
Position Level:	Administrative	Reports To:	Site Supervisor

POSITION FUNCTION/OVERVIEW:

The primary purpose of this position is to provide a safe, caring and educational environment for clients in the Youth Enrichment Program. This person is responsible for working with youth on various academic and personal enrichment activities in a year round after-school and summer Community Out of School Time (COST) program. The Program Assistant will work with the team to provide supervision of participants, teachers, artists, overlay providers and volunteers, assisting in all aspects of program delivery. The Program Assistant will communicate with the Site Supervisor and Program Director to assure the highest degree of quality services are being provided at all times to our clients and families. Listed below is an outline of the major duties and responsibilities required to be performed. This position may be required to perform other related duties and activities as needed.

PRIMARY DUTIES/RESPONSIBILITIES:

- Provides direct service supervision, interaction and mentoring of clients through the positive youth development model at program site and during field trips.
- Engage with youth on various personal and academic enrichment activities.
- Supervises group activities and classes to ensure a safe, caring and educational environment is provided for all clients.
- Create and implement evidence-based curriculum and focused and sequential learning by using program's core methodology components and other resources.
- Communicates with parents/guardians regarding youth issues and progress, works with families to encourage parental involvement and community partnerships and assists with Open Houses, Family Nights and other special events.
- Complete intake paperwork, including the collection of required eligibility documents as well as youth attendance monitoring and recording, collection of surveys, evaluations, feedback, pre/post tests and other quality assurance and funding requirements.
- Completes incident/accident reports and submits to Program Supervisor as required
- Responsible for keeping the site, equipment and supplies organized, clean and safe.
- Must be able to work a flexible schedule, including afternoons and evenings.
- Other duties as assigned and directed by the Site Supervisor and Program Director.

QUALIFICATIONS REQUIRED:

- Must be at least 21 years of age, have a valid driver’s license with a clean driving record in accordance with Federal DOT regulations and polices.
- Must be a high school graduate or have the equivalent of a high school diploma and have completed a minimum of six (6) semester hours of college credits with passing grades in early childhood education or elementary education
- Knowledge of all safety precautions and compliance with safety procedures.
- Previous experience working with at-risk youth preferably in an educational environment.
- Knowledge of positive youth development, Community Out of School Time (COST) programming and childcare licensing standards.
- Must have 40 clock hour DCF childcare training or be willing to obtain.
- Pinellas County Licensing Board (PCLB) Staff Member in Charge (SMIC) credentials preferred.
- CPR/First Aid Certification
- Ability to react calmly in emergency situations.
- Ability to work semi-independently without direct supervision and take initiative.
- Must exercise good judgment, common sense, and the ability to follow through on assigned tasks.
- Able to make responsible choices and decisions and act in the best interest of our clients, Company and licensing standards.
- Possess excellent interpersonal, organizational, time management, and verbal/written communication skills.
- Ability to develop and maintain effective working relationships with individuals from a variety of cultural and ethnic backgrounds. Must demonstrate awareness and acceptance of cultural differences of clients, staff and community contacts.
- Must have personal cell phone.
- Background compliant with requirements of the Department of Juvenile Justice.
- Valid Florida driver’s license, clear driving record and current automobile insurance.

POSITIONS SUPERVISED:

None

Employee's Signature

Date

Employee Print Name

Supervisor's Signature

Date