



**Position Title: Youth Support Worker, After School Care Team**

**Position Summary:**

Provident, Inc. is proud to meet its mission statement each and every day: "Helping individuals and families to a brighter future through counseling, crisis intervention and community support programs."

Youth Support Worker is a part-time position, working 15 hours per week, Monday through Friday, primarily between the hours of 3:00pm-6:00pm. This is a direct contact staff position that will work primarily with students between the ages of 5-12 years of age. The Youth Support Worker will be in charge of a classroom consisting up to 16 students. The Youth Support Worker is responsible for defining the daily activities for their classroom and for document those activities on the daily lesson plan sheets. Youth Support Workers are also responsible for helping prepare meal for students and assisting their sites team in recruiting students for Provident's after school program. The Youth Support Worker will create a safe, friendly and fun environment for all participants and families by implementing a core curriculum that will allow for basic to elaborate lessons plans while reinforcing Provident Inc. philosophies and positive work culture.

**Job Requirements and Qualifications:**

**Minimum Required Education:**

High School diploma or GED equivalent

**Minimum Required Experience:**

None

**Preferred Education:**

Associate degree in a child related field

**Preferred Experience:**

At Least one year of child care experience in a licensed facility

**Licenses/Certifications:**

- Must obtain Pediatric CPR/First Aid certification within 30 days of hire date
- Must obtain 12 clock hours within each designated school year

**Other Skills Required:**

- Ability to manage multiple programs concurrently.
- Ability to effectively communicate information and ideas both orally and in writing.
- Ability to effectively communicate and interact with individuals involved in all aspects of programming – children, parents, school faculty and staff, grantors, funders, partner agencies, members of the community and Provident team members.
- Ability to foster teamwork; train, supervise and direct the work of managers and staff members.
- Excellent organizational skills, including the ability to work productively and make decisions.
- Ability to handle unexpected problems that arise from administrative or operational concern.
- Ability to maintain strict client confidentiality.
- Thorough knowledge and understanding of current theory and best practices affecting "Kids at Risk".
- Proficient in using Microsoft Office applications (Microsoft Word, Excel and PowerPoint).
- Serves as a representative of Provident, displaying courtesy, tact, consideration and discretion in all interactions with Provident team members, clients, school system staff and faculty, grantors, funders, regulators and members of the general public.

**Supervisory Responsibilities:**

This position requires constant supervision of children ranging from ages 5-12 years of age.

**Responsible To:**

Site Supervisor

**Working Conditions / Environment:**

- Must attend all early morning trainings and mandatory weekend events/trainings
- May be required to stay later and report earlier to assigned facility
- Occasional lifting, bending, and carrying up to 55lbs.
- Must have access to a vehicle and/or have the means to travel extensively within assigned neighborhood.
- Must be autonomously mobile in accessing a variety of different neighborhood based facilities where meetings, trainings and programs are held

**Essential Duties and Responsibilities:**

- Directly supervise assigned groups of up to 16 students daily within grades K-8<sup>th</sup>.
- Contribute to the oversight of all program participants and guests.
- Attend staff meetings, conferences and all required training for program.
- Create & implement daily lesson plans that reflect the interests of assigned students.
- Ensure all students are engaged in focused behaviors throughout program hours, including upon entering programming, transitioning within program spaces, and during dismissal periods.
- Complete three approved curriculum program per semester (two a year), lasting 6, 8, or 10 weeks through a planned service-learning project.
- Provide a minimum of 45 minutes dedicated to classroom-assigned homework.
- Assist students, individually or in small groups during the completion of classroom-assigned homework.
- Supervise all students during program hours in classrooms, halls, cafeterias, school yards, and gymnasiums, including on field trips and during guest presentations.
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- Prepare lesson outlines and plans in assigned subject areas, and submit outlines to Supervisor for review.
- Take daily program attendance and classroom attendance.
- Maintain daily behavior log/records.
- Administer program assessments and surveys to students, staff, and parents quarterly.
- Complete meal count sheets daily when requested.
- Set up and maintain cleanliness of all program areas.
- Establish rapport and confidence of parents by maintaining open communication, greeting parents at arrival and departure, providing daily/weekly reports, and participating in parent meetings.
- Collaborate with other Youth Support Workers to create daily/weekly/monthly lesson plans that reflect the interest of the students.
- Follow appropriate practices, state licensing standards, Provident policies and procedures, ARCHS, and Missouri core Competencies.

**Other Duties and Responsibilities:**

- Observe students' performance, and record relevant data to assess progress.
- Organize and label materials, and display students' work in a manner appropriate for their eye levels and perceptual skills.
- Laminate teaching materials to increase their durability under repeated use.
- Assist with keeping inventory of teaching materials and supplies.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
- Set up and maintain cleanliness of all program areas.
- 

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**To apply, please send your resume and cover letter to:**

**Email:** [jobs@providentstl.org](mailto:jobs@providentstl.org)

**US Mail:** Provident, Inc. 2650  
Olive Street  
St. Louis, MO 63103  
Attn: Human Resources