



**Position Title:** Youth Support Worker

**Responsible To:** Site Supervisor

**Effective Date:** 01 August 2014

**Position Summary:**

This position primarily takes place between the hours of 3:00-6:00p.m. This is a front line staff position that will work mostly with children between the ages of 5-12 years of age. The Youth Support Worker should be independent to complete responsibilities with minimal supervision. A 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 lesson plans while exuding enthusiasm.

**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 experience working in a licensed child care 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.

**Fiscal Responsibilities:**

None

**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:**

- Attend staff meetings, conferences, the required training programs, and serve on committees as required.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Tutor and assist children individually or in small groups in order to help them master assignments and to reinforce learning concepts presented by teachers.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Instruct and monitor students in the use and care of equipment and materials, in order to prevent injuries and damage.
- 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.
- Organize and supervise games and other recreational activities to promote physical, mental, and social development.
- Prepare lesson outlines and plans in assigned subject areas, and submit outlines to Supervisor for review.
- Take daily program attendance and classroom attendance.
- Laminate teaching materials to increase their durability under repeated use.
- Requisition and stock teaching materials and supplies.
- Use computers, audiovisual aids, and other equipment and materials to supplement presentations.
- Implement designated Program Curriculums.
- Administer, collect, and record pre & posttests data.
- Set up and maintain cleanliness of assigned program site.
- Complete meal count sheets daily
- Assist in recruitment of children and families for the afterschool program.
- Establish rapport and confidence of parents by maintaining open communication, greeting parents at arrival and departure, and providing daily/weekly reports.
- Follow appropriate practices, state licensing standards, Provident policies and procedures, ARCHS, and Missouri core Competencies.
- Implements quality prevention, recreational, cultural, physical, and academic programming for youth during non-school hours.
- Works to engage the community, parents, and school through one service learning project per semester.
- Create daily/weekly lesson plans that reflect the interest of the students.

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.