



Position Title: Youth Support Worker, After School Department
Responsible to: Site Supervisor
Effective Date: July 1, 2020

Position Summary:

The Youth Support Worker is a part-time position, working 15 hours per week, Monday through Friday, primarily between the hours of 2:30pm-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 PBH'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 PBH's philosophies and positive work culture.

Job Requirements and Qualifications:

Minimum Required Education:
High School diploma or 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
- Complete drug screen and medical examination (physical, TB skin test and Hepatitis A vaccination) within first week of hire. New hires will not be allowed to begin work until drug screen and medical examination have been completed.
- Must obtain 12 clock hours of professional development within each designated school year

COVID-19 Requirements:

- Must be willing to submit to daily non-contact thermal readings and complete screening logs prior to each shift upon entering school buildings and office-based locations
- Practice daily safety measures set forth under CDC recommendations and guidelines (proper use of face masks and face shields, proper hand-washing and sanitation practices
- Committed to the safety of all staff and students by reporting any signs of illness and/or possible exposure to positive COVID-19 diagnosis to direct supervisor, PBH After School Leadership Team, Human Resources and Director of Compliance. Staff who may have traveled out of state, shows any signs of illness, and/or

exposure to positive COVID-19 diagnosis, must quarantine at home for a minimum of 14 days and cannot return to work without medical clearance from a healthcare professional/physician.

Other Skills Required:

- Serves as a representative of PBH, displaying courtesy, tact, consideration and discretion in all interactions with PBH team members, clients, school system staff and faculty, grantors, funders, regulators and members of the general public.
- Ability to work independently and remotely as scheduled
- Proven technical competence using devices (computers, iPads, software, social media platforms, etc. as assigned)
- Ability to manage multiple programs concurrently.
- Ability to effectively communicate information and ideas both orally and in writing.
- Ability to foster teamwork and 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.
- 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).

Supervisory Responsibilities:

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

Responsible To:

Site Supervisor

Working Conditions / Environment:

- Part-time, 15 hours per week, Monday through Friday, primarily between the hours of 2:30pm-6:00pm.
- 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:

- Ability to practice social distance while providing enrichment opportunities.
- 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 the children master assignments and to reinforce learning concepts presented by teachers.
- Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.
- Observe students' performance, and record relevant data to assess progress.
- 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.
- Laminate teaching materials to increase their durability under repeated use.
- 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.
- 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, PBH 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.

*By signing below, you are acknowledging that you have read, understand, and adhere to follow the required essential duties and responsibilities and other duties that may be assigned.

Employee Signature: _____ Date: _____