



THE GOOD FIGHT

BE PREPARED FOR LIFE

YOUTH PROGRAM LEAD

Title:

Youth Program Lead-PT.

Reports to:

Youth Program Coordinator

Collaborates with:

Youth Program Staff

Overview:

The Youth Program Lead will provide supervision of all participants and direct afterschool activities. The position will ensure safety and security of the facility and patrons. They will be responsible for establishing and maintaining strong trusting relationships with youth. Under the supervision and guidance of program administration the position will be responsible for the execution of scheduled activities, outings and program-area related events.

Characteristics:

1. Self-motivated
2. Driven
3. Compassionate
4. Committed
5. Student-centered

Duties and Responsibilities:

- Maintain a positive, cooperative and student-centered attitude that enhances the climate of the community center.
- Responsible for the safety and security of facility and patrons during afterschool programming hours.
- Communicate and consistently enforce Good Fight Community Center, Inc. facility policies and procedures with all members and co-workers; demonstrating strong decision-making and conflict resolution skills with everyone when policy and procedure is violated.
- Actively engage volunteers and provide assistance to coordinators in the onboarding of volunteers. Including: initial volunteer emails, meetings, tours and ongoing contact thereafter.
- Support and promote all administrative decisions, programs and activities offered by The Good Fight Community Center, Inc.
- Coordinate daily facility operations that include supervision of members and youth program staff. Completing cleaning and hourly usage counts.
- Coordinate emergency and evacuation procedures that include care for injured, initiation of emergency action plan, notification of appropriate resources ie. police, EMS, fire, and completion of documentation of the incident.

- Lead facility set up and tear down for special events.
- Assist in transporting students to and from the facility.
- Maintain a schedule of afterschool activities and ensure they begin as scheduled.
- Serve as a resource by providing accurate and current information regarding activities hosted by the community center.
- Wear staff apparel, nametag and maintain a clean and professional atmosphere.
- Serve members and visitors in the facility and on the telephone in a professional manner.
- Report all injuries, damage of property, and member incidents to administrative staff through incident reports as needed.
- Participate in self, peer and supervisory evaluation processes and attend staff meetings and staff training sessions.
- Complete all other duties as assigned.

Time Commitment and Pay:

Position requires a commitment of 15-20 hours per week, maximum of 25 hours per week. This is a part-time position, starting at 9.00 per hour.

Disclaimer: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of staff assigned to this role.