



THE GOOD FIGHT

BE PREPARED FOR LIFE

YOUTH PROGRAM STAFF

Title:

Youth Program Staff-PT.

Reports to:

Youth Program Coordinator

Collaborates with:

Youth Program Lead

Overview:

Youth Program Staff are responsible for supporting the activities and programs of the community center. The development staff will serve as leaders in the facility to help efficiently and effectively run after school programming. While actively working hands on with youth to foster growth and development.

Characteristics:

- Relatable
- Compassionate
- Enthusiastic
- Student Centered

Duties and Responsibilities:

- Maintain a positive, cooperative and student-centered attitude that enhances the climate of the community center.
- Expected to have a high level of engagement with members. Assisting them with homework, participating in planned, impromptu activities and serving as a positive role model.
- Serve as a resource by providing accurate and current information about activities and programs of The Good Fight Community Center.
- Chaperone field trips/day trips.
- Assist in transporting students to and from the facility.
- Communicate and consistently enforce facility policy and procedures with all members.
- Assist program lead and program coordinator with facility operations that include event set up and tear down, cleaning, evacuation and hourly usage reports.
- Implement emergency 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.
- Report all injuries, damage of property, and member incidents to administrative staff through incident reports as needed.
- Support and promote all administrative decisions, programs and activities offered by The Good Fight Community Center, Inc.
- 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 8.50 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.