

## **YOUTH PROGRAM FACILITATOR**

<b>Reports to:</b>	<b>Coordinator of Adult Education</b>
<b>Classification:</b>	<b>Classified</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Terms of Employment:</b>	<b>Part-Time</b>
<b>Evaluation:</b>	<b>Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy</b>
<b>Compensation:</b>	<b>Reviewed and established annually by the Board of Education</b>

### **JOB SUMMARY:**

To plan and coordinate Early Release Day Camps, Spring Break Retreat, and Summer Youth Programs.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Additional duties may be assigned.*

- Plan and coordinate Early Release Day Camps, Spring Break Retreat, and Summer Youth programs.
- Provide instruction and supervision of children ages 5-12.
- Develop and produce program brochures for marketing and advertising.
- Develop program outlines and objectives.
- Interview and hire team assistants and teachers.
- Conduct instructor orientations.
- Train program staff on district safety procedures and policies.
- Produce weekly activity calendar.
- Maintain weekly staffing schedules ensuring proper employee to student ratios.
- Develop and maintain program budget.
- Maintain weekly attendance records and reconcile with tuition paid.
- Maintain necessary release, emergency contact and any discipline forms.
- Process staff timesheets.
- Order and maintain supplies needed for snacks, class and activities.
- Handle comments/concerns from instructors and parents.
- Manage student behavior constructively and meet with parents as needed.
- Maintain a safe environment for students.

### **SUPERVISORY RESPONSIBILITIES:**

- Supervises children, program staff and volunteers, as assigned

### **QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.*

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION AND/OR EXPERIENCE:**

- High school diploma, equivalent (GED)
- Bachelor's Degree in Elementary Education preferred

### **OTHER SKILLS AND ABILITIES:**

- Must enjoy working with children.
- Strong management, communication and interpersonal skills.
- Strong organizational skills.
- Program management and ease of creativity.
- Ability to solve practical problems.
- Maintain confidentiality; unquestionable integrity.
- Ability to perform duties in full compliance with district requirements and Board policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to stand and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and depth perception. Occasionally the employee will lift up to 50 lbs. such as to lift files and paper.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud and is performed inside and outside during all seasons.

**The information contained in job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

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Revised: SY 2008-2009