

Common Place After School Youth Program

Job Title: 7th and 8th Grade Lead Staff
Department: Youth Seasonal

FLSA Status: Non-Exempt

Date: October 7, 2017

Job Class: Part time
Reports to: Youth Coordinator

Duties

1. Share responsibility for day-to-day implementation and operation of 7th - 8th grade program.
2. Plan and conduct physical fitness component of the program.
3. Assist with curriculum to provide hands-on activities and educational experiences following the chosen theme
3. Transport and supervise educational trips
4. Assist with life skills education, recreation, and sports activities, community service, and other enrichment activities.
5. Act as positive role model and help maintain positive environment
6. Support program's goals and agency's mission and procedures.
7. Other duties as assigned by supervisor.

Qualifications

- Possesses a Bachelor's degree or is a mature student at the junior or senior level in education, social work, psychology, or law enforcement or a mature adult
- Has experience in working with youth, especially in a preventative mode
- Demonstrates emotional maturity and sensitivity to cultural and individual differences in participants and their families; has a nonjudgmental view of people
- Able to handle job-related matters in a professional, diplomatic, and confidential manner
- Is able to perform the essential job functions

External and internal applicants, as well as position incumbents who become disabled must be able to perform the essential job specific functions either unaided or with the assistance of a reasonable accommodation to be determined by Common Place on a case-by-case basis.

Must sign authorization for and pass drug screening and background check including passing CANTS and fingerprint clearance.



COMMON PLACE FAMILY LEARNING
CENTER

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