



Wellness is Traditional

JOB ANNOUNCEMENT

Position Title: Youth Programs Aide
Department: Administration
Supervised By: Director of Youth Programs
Location: La Posta
Status: Non-exempt
Posted: December 15, 2017
Closing Date: Until Filled
Salary: \$11-15/hour DOE
Grant Funded: N/A
Hours: Part time, Monday-Friday, hours TBD as per program needs

GENERAL STATEMENT OF RESPONSIBILITIES:

The Youth Programs Aide plans, implements and supervises club members, and evaluates activities and outcomes within a specific program area, supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship. Must maintain close, daily contact with staff (professional and volunteer), club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instruction; instruct; and advise/counsel. Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Create an environment that facilitates the achievement of Youth Development Outcomes to include:
 - a. Promote and stimulate program participation, especially for teens
 - b. Register new members and participate in their club orientation process
 - c. Provide guidance and role modeling to members
2. Effectively implement and administer programs, services and activities for drop-in members and visitors.
3. Monitor and evaluate programs, services and activities to ensure Club and

child safety, quality programs and good appearance of the branch at all times. Track and assess outcomes through periodic activity reports.

4. Ensure a productive work environment by participating in monthly staff meetings.
5. May participate in special programs and/or events
6. May be required to drive Club van.
7. Other duties as assigned.

QUALIFICATIONS:

1. **Education/Experience:** Must be 18 years of age or older with a High School diploma or GED certificate. Experience working with children. Knowledge of youth development. Ability to motivate youth and manage behavior problems. Ability to interact with the general public. Ability to plan and implement quality programs for youth.
2. **Licenses/Certifications:** A valid California driver's license required with application submission and must be maintained throughout employment. Current BLS.
3. **Character:** Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, pay attention to detail, follow instructions, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must be highly confidential and work as a team with other staff. Applicant should be sensitive to client's needs.
4. **Other:** Must have effective communication skills. Requires skill in the use of a wide variety of office equipment including: computer, typewriter, calculator, facsimile, copy machine, and other office equipment as required. Must be able to follow instructions and work independently.

Applicants must successfully pass a pre-screening, including a tuberculin skin test or x-ray and a blood/urine drug screening test. Health must be adequate to perform all duties of the position. Applicant must complete SIHC Application and Authorization Form, both must be submitted to Human Resources prior to the close date indicated.

INDIAN PREFERENCE:

INDIAN PREFERENCE: In the filling of any SIHC job vacancy, preference may be given to qualified Native American Indians, pursuant to the Indian Preference Hiring Act, 25 USC 472, unless other laws require the filling of a vacancy without regard to Indian preference (e.g. Public Law (P.L.) 94-437, “Indian Health Care Improvement Act (IHCIA). To receive Indian preference for any SIHC position, the applicant must be enrolled, or be eligible for enrollment, as an American Indian with their Tribe, or must be certified as an American Indian from the designated Tribal Representative. Applicants claiming Indian preference must attach verification of their claim to the SIHC application, including Certification of form BIA-4432, which is available from the SIHC Human Resources Department. If verification is not or cannot be verified, the applicant will not receive Indian preference for purposes of the interview.