

# Youth Program Assistant

## Job Description

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| <b>Department:</b> | University Recreation & Fitness (URecFit) |
| <b>Schedule:</b>   | Temporary/Non-benefited                   |
| <b>Shift:</b>      | Varies.                                   |
| <b>Hours:</b>      | Department Specific                       |
| <b>Type:</b>       | Non-exempt                                |

### PRIMARY DUTIES

Uphold URecFit Core Values

- **Accountability:** Take ownership of URecFit facilities and programs by exhibiting a responsible work ethic
- **Civility:** Promote an environment that is responsible, ethical, respectful, and courteous
- **Collaboration:** Develop professional relationships with; co-workers, guests, other departments of the university and the community.
- **Diversity:** Provide quality customer service with an awareness of, and appreciation for individual uniqueness and diversity.
- **Excellence:** Uphold all URecFit policies and procedures to guarantee participant safety and satisfaction.
- **Knowledge:** Stay apprised of the best practices and latest trends in recreation.
- **Leadership:** Demonstrate a desire to be a leader within the campus recreation community and university.

Under the supervision and direction of the Assistant Director for Youth and Family Programs:

1. Supervise and interact with children 17 years old and under.
2. Supervise and assist with daily operations of youth and family programs.
3. Maintain and monitor for compliance of all youth and family programs rules, policies and regulations.
4. Maintains a clean and safe environment for all program participants.
5. Complete all assignments required during shifts and record participation counts.
6. Complete clerical paperwork for any programs and/or services.
7. Ensure the safety, well-being, and enjoyment of all participants.
8. Communicate with parents about daily activities.
9. Keep accurate count of youth participants at all times.
10. Enforce rules and procedures as they relate to the youth and family programs and other areas.
11. Provide first aid and emergency help and report all injuries or problems.
12. Attend all in service trainings and meetings.

### MINIMUM QUALIFICATIONS

- Excellent customer service skills.
- Process Strong leadership skills.
- Strong interpersonal communication, time management, and conflict resolution skills.
- Willingness and ability to enforce policies and resolve conflicts
- Ability to work both independently and as part of a team, as necessary.
- Completion of First Aid, CPR, and AED training (class provided).
- High School Diploma or GED.
- Applicants must pass a background check and fingerprint check.

### REQUIRED SKILLS AND ABILITIES

- Applicants will be required to pass a background check with fingerprinting.
- Ability to apply basic analytical skills; to operate manual and automated office equipment, personal computers and spreadsheet software to input data; to communicate effectively both orally and in writing; to prepare and present working papers and supporting documentation.
- Outstanding communication, interpersonal, and customer service skills.
- CPR & AED certified or willingness to obtain.