



**Lubec Community Outreach Center
Youth Programs Assistant
Job Description**

The Youth Programs Assistant (YPA) provides the oversight necessary to ensure high quality and safe delivery of all Lubec Community Outreach Center’s children educational, enrichment and recreational programs.

The YPA supports all efforts to implement a structured weekly schedule for all programs that includes hands-on activities, arts/crafts, music, presentations, games, outings, and homework help.

The YPA works collaboratively with all staff, volunteers and parents. S/he provides daily supervision and guidance to all children. The YPA is required to complete an end of program employee self-performance review.

The YPA serves as a positive representative and advocate for LCOC and the families and children within the community. S/he will work to provide a safe, supportive environment so that all children in the program thrive.

Youth Programs Assistant Responsibilities

- Completes all LCOC required documentation as directed by the Youth Program Manager.
- Participates in youth summer enrichment and recreation staff orientation.
- Provides a welcoming environment for parents, encouraging and fostering parent communication and program participation.
- Exhibits a positive professional attitude with supervisor, co-workers, volunteers, parents, and youth
- Maintains confidentiality of all youth, food pantry clients and all aspects of confidential information within the center; ensures that no staff participates in gossip or discussion of children or their families.
- Works with the Program Manager to assure all communications relevant to families is circulated to appropriate persons in a timely manner
- Works cooperatively and collaboratively with all LCOC staff to foster an atmosphere of respect and teamwork.
- Follows LCOC employee handbook, financial and organizational policies.

- Implements structured enrichment, social, educational and recreational activities including assisting the Youth Program Manager with; planning, scheduling, transportation and any communication or logistics required.
- Adheres to a cleaning schedule to ensure that all areas utilized are safe and clean.
- Informs Youth Program Manager when time off is needed by following LCOC employee handbook and understands that down-staff policy may occur when appropriate.
- Attends supervisory meetings scheduled by the Youth Program Manager and brings forth all concerns, program changes and ideas.
- Attends and participates in LCOC staff meetings and organizational functions as requested by the Youth Program Manager.
- Completes an end of summer program and self-performance review.
- All other duties as assigned.

Essential Functions:

Physical and mental ability to provide and be involved in intensive educational, enrichment and recreational programs with youth. Visual/hearing ability sufficient for effective communication on a written and verbal level. Must have the ability to be flexible to change in work hours and work responsibilities to support LCOC programs. Must have the ability to positively handle stressful situations and to work effectively through change and ambiguity.

Required Qualifications:

- 16 years of age and up
- Experience or exhibited understanding of basic child development.
- Ability to stand for long periods of time; to work outside in cold or hot temperatures and in direct sunlight; and ability to move quickly to intercept/redirect a child.
- Ability to follow directions and adhere to LCOC policies and procedures.
- Pass SBI and DHS background checks and maintain as current thereafter.
- Satisfactorily pass First Aid and CPR training.
- Good interpersonal and communication skills with youth, adults, and community.
- Able to self-motivate, follow direction and able to take initiative as appropriate.
- Enjoy working with children ranging in age from 4-13, as well as the overall public.
- Exhibit the desire and skills needed to connect with and motivate youth.
- Work well in a team environment.