

YOUTH DEVELOPMENT AIDE JOB DESCRIPTION

TITLE: Youth Development Aide	MANAGER TITLE:
INCUMBENT:	FLSA STATUS: NON- EXEMPT
DATE: August 2025	FT/PT STATUS: PART-TIME

DISCLAIMER: This information outlines the general work expectations for this role and is not a complete list of all duties, responsibilities, qualifications, and objectives for employees in this position.

SUMMARY

A Youth Development Aide at Sarah Heinz House plays a vital role in shaping the lives of the children enrolled in our program. With training in the games room, locker room, and open gym, each aide contributes uniquely to creating an engaging and supportive environment. By rotating through different areas daily, they inspire growth and connection. As adult role models, they foster positive and professional relationships with members, parents, volunteers, staff, and the community. At Sarah Heinz House, we hold each employee to the highest standards, embodying the ideals of leadership and service.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Always ensure the safety of children.
- Inspire positive values and ethical behavior in members through teaching, discussion, and modeling.
- Uphold and celebrate the policies and traditions of Sarah Heinz House.
- Provide guidance and encouragement to Heinz members.
- Support and assist in the impactful implementation of programs.
- Recommend innovative modifications and improvements to existing programs.
- Supervise and uplift all individuals who enter the program area.
- Maintain a clean and welcoming environment after each shift.
- Engage actively in all training sessions and staff meetings.
- Embrace and perform any other duties as assigned.

EDUCATION/EXPERIENCE/CERTIFICATION REQUIREMENTS

- CPR/AED certified (recommended)
- First Aid (American Red Cross) certified (recommended)
- Required Clearances: FBI Fingerprint Registry Check, PA Child Abuse Registry, PA State Criminal Background Check, and National Sex Offender Registry

SKILL AND KNOWLEDGE REQUIREMENTS

- Strong desire and capability to work with children
- Proven ability to supervise and manage children's behavior

- Ability to maintain a positive attitude throughout the day
- High energy levels
- Experience in working with children
- Understanding of programming, planning, and implementation
- Ability to establish and maintain effective working relationships with coworkers and children
- Strong verbal communication skills
- Preferred knowledge of the mission, objectives, policies, programs, and procedures of SHH

TYPICAL SHIFT:

Monday-Friday: 3 pm-9 pm (September-May)

Monday-Friday: 8:30 am-5:30 pm (June-August)