

POSITION DESCRIPTION



TITLE: Youth Development Aide	MANAGER TITLE: Program Director
SALARY RANGE: \$13-\$17	STATUS: PART-TIME NONEXEMPT
DISCLAIMER: The information presented indicates the general nature and level and work expected of employees in this role. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all job duties, responsibilities, qualifications, and objectives required of employees assigned to this job.	

SUMMARY OF ROLE

The Youth Development Aide plans, implements, supervises members, and evaluates activities provided within a specific program area, supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character, and Citizenship.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Prepare Youth for Success

- Create an environment that facilitates the achievement of Youth Development Outcomes:
 - promote and stimulate program participation.
 - assist with registering new members and participate in their club orientation process.
 - provide guidance and role modeling to members.

Program Development and Implementation

- Effectively implement and administer programs, services and activities for drop-in members and visitors.
- Monitor and evaluate programs, services, and activities to ensure safety of members, quality in programs and appearance of the branch at all times.
- Prepare periodic activity reports.

Supervision

- Ensure a productive work environment by following all members are engaged weekly.

ADDITIONAL RESPONSIBILITIES:

May participate in special programs and/or events.

May be required to drive Club van.

Perform all other duties as assigned.

EDUCATION/EXPERIENCE/CERTIFICATION REQUIREMENTS

- High School diploma or GED preferred (multiple fields of study considered) or 3 years of relevant work experience. Youth development/instruction experience (volunteer or paid) preferred.
- Required Clearances: FBI Fingerprint, National Criminal Background Check, National Sex Offender Registry, PA Criminal Background Check & PATCH

REQUIRED CERTIFICATIONS

- CPR/AED certified (will offer on the job certification); First Aid (American Red Cross) (offered on the job training); Act 31 (offered by employer prior to hire)

CORE COMPETENCIES

- Ability to motivate youth and manage behavior problems.
- Ability to deal with the public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Ability to provide a high level of customer service.

OUR WORK CULTURE

Sarah Heinz House seeks to foster a welcoming and inclusive environment rooted in dignity and respect where all voices are heard and valued. We are committed to both individual and systemic work related to diversity, equity, and inclusion. We take a collaborative approach to our work, encouraging differing opinions, ideas, and creative solutions to be shared from all areas of our organization through healthy, constructive dialogue with one another. We employ a "How might we" mindset when exploring opportunities or challenges, are data driven and results focused. Our shared desire to help all children *laugh, learn and lead*, drives us to bring our best effort forward daily.

Sarah Heinz House is proud to be an equal opportunity employer.