



## **CITY OF SOUTH SALT LAKE POSITION DESCRIPTION**

Position Description: Afterschool Specialist  
Department: Promise South Salt Lake  
Position Grade: n/a  
Supervisor: Center Coordinator  
FLSA Status: Non-exempt  
Revision date: September 2024

### **POSITION SUMMARY**

Afterschool Specialists work directly with youth from diverse backgrounds, to provide a safe, responsible, well-supervised afterschool program while acting as a positive adult role model, coach, and mentor.

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### **ESSENTIAL RESPONSIBILITIES AND DUTIES**

#### **1. Deliver developmentally appropriate activities (academics and enrichment) which address grant objectives and goals for youth participating in the program**

- Become familiar with, select prepared, write new, and implement hands-on and project-based lesson plans in the areas of common core, character development, STEAM, fitness, and recreation
- Deliver 1-2 evidence-based, prevention specific, lesson a week
- Lead and supervise groups of youth and address behavior issues when they arise

#### **2. Assist Assistant Coordinator in reporting requirements**

- Collect accurate attendance and activity participation of youth
- Communicate successes, challenges regarding youth to direct supervisors
- Conduct pre- and post- surveys according to grant requirements

#### **3. Additional responsibilities**

- Arrive on time for scheduled shifts and all required staff meetings, trainings and events
- Serve snacks and dinner, as well as oversee meal times (may need Food Handler's permit)
- Maintain daily cleanliness of all program areas (office, classrooms, gym, kitchen, etc)
- Work at city-sponsored events, typically held 1-2 times per month on a Friday evening or



Saturday morning

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## **MINIMUM QUALIFICATIONS AND REQUIREMENTS**

### **EDUCATION, EXPERIENCE AND CERTIFICATIONS**

- High School Diploma or GED, or any equivalent combination of related education and experience preferred
- Experience working with youth, afterschool, or recreation environment preferred
- South Salt Lake community members and/or those with knowledge of South Salt Lake demographics are strongly encouraged to apply.

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## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of operation and techniques used in an afterschool program setting.
- Willingness to be trained in First Aid and CPR
- Skill in word processing, spreadsheets, office machine usage and the operation of computers.

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## **PHYSICAL DEMANDS OF THE ENVIRONMENT**

The physical demands and work environmental characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, run, use hands to feel objects, tools, or controls, reach with hands and arms, climb, balance, stoop, kneel, crouch or crawl, and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in precarious places and with explosives and is occasionally exposed to wet and/or humid conditions, fumes, airborne particles, toxic or caustic chemicals, extreme heat, extreme cold, and vibration.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

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SALARY: \$18.00/HR, 18HRS/WK (GRANT-FUNDED)

OPEN UNTIL FILLED

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at [www.sslc.gov](http://www.sslc.gov)

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND BACKGROUND  
CHECK

EQUAL OPPORTUNITY EMPLOYER

THIS ENTITY USES E-VERIFY