



Salt Lake County Job Description

After School Program Assistant

DEPARTMENT: Human Services

DIVISION: Youth Services/2100

JOB CODE: 820 **GRADE:** 011

FLSA STATUS: Non-Exempt

SALARY PLAN: GEN

EFFECTIVE DATE: 03/07/16

SAFETY SENSITIVE: Yes

JOB SUMMARY

Assists the program with administrative and day-to-day operational support.

MINIMUM QUALIFICATIONS

Two (2) years of experience in a field closely related to these duties, OR an equivalent combination of related education and experience.

A valid Driver's License accepted by the State of Utah is required at the time of hire. A valid Driver's License issued by the State of Utah must be obtained within six (6) months of hire to operate a County vehicle.

Due to the nature of this position, the successful applicant must pass a required background check through fingerprinting and enrollment in the continuous RAP Back (Record of Arrest and Prosecution Back) program in accordance with current County Human Resources policy requirements.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Assists with staff recruitment, interviewing, job postings and screening applicants.
- Works with staff to ensure seamless hiring and onboarding experience.
- Assists with new hire paperwork to ensure it is completed in compliance with County, State, and Federal requirements.
- Works with a multi-disciplinary team and various community partners and stakeholders in the best interests of the functions of the agency.
- Conducts site visits and program consultations, provides staff coverage as needed in programs.
- Attends team meetings and recommends process improvements, document revisions, and policy updates.
- Ensures documents and forms are complete, accurate, processed and routed to correct internal or external agencies or division staff.
- Assists in the development and delivery of orientation, training, workshops, and materials.
- Monitors program sites to ensure compliance with policies and procedures, provisions, and prohibited activities.

- Processes background screening and communicates with team upon completion or reports any issues that may arise.
- Works in conjunction with program staff to help achieve the overall success and quality results of the program.
- Monitors Child Care Licensing to ensure compliance, license renewals, and training. Notifies and communicates with team as issues arise.
- Receives and processes personnel action forms.
- Participates in the sourcing, selection and evaluation of contracted instructors and consultants.
- Communicates information about internal and external training opportunities through staff portal, newsletter, and other communications.
- Maintains a centralized database of training completed by employees.
- Assists with reports, budgets and data collection as needed.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- After School Program goals and objectives
- Youth Services policies and procedures
- School and community partnerships
- Hiring and onboarding process
- Computer business application software including Word, Excel, Outlook, Publisher, and other programs

Skills and Abilities to:

- Effectively work with a multi-disciplinary team and community partners
- Communicate effectively both verbally and in writing
- Plan and coordinate program related activities
- Work within guidelines to fulfill grant and program requirements
- Effectively solve problems
- Make sound judgments and decisions
- Coordinate, analyze, compile, compare, and compute data
- Represent the County in a professional manner when promoting outreach events
- Work efficiently under pressure
- Perform, prioritize, and coordinate the completion of multiple tasks
- Understand and follow broad objectives and instructions
- Interpret and implement written policies and procedures
- Be highly accurate and attentive to detail

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work duties are typically performed in a general office setting and or on site with youth.

IMPORTANT INFORMATION REGARDING THIS POSITION

Revised Date/HR Business Partner's Initials: 03/24/2025 MP