



Salt Lake County Job Description

After School Program Youth Leader

DEPARTMENT: Human Services

DIVISION: Youth Services / 2100

JOB CODE: 9999 **GRADE:** 011

FLSA STATUS: Non-Exempt

SALARY PLAN: Temp

EFFECTIVE DATE: 04/01/2011

SAFETY SENSITIVE: No

JOB SUMMARY

Acts as a positive role model and mentor guiding groups of up to 15 youth through the day to day structure and plans and implements daily activities with youth for the After School program based on school day support and grant required enrichment focus areas including STEM, Arts and Culture, Character Education, Healthy Living and College and Career Exploration.

MINIMUM QUALIFICATIONS

Must possess a High School Diploma or equivalent and be at least 18 years of age. Previous experience working with or interacting with youth preferred but not required.

Due to the nature of this position, the successful applicant must successfully pass an initial criminal background check as well as every one year (1) thereafter by the Bureau of Criminal Identification (BCI).

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 reasonable accommodation.

- Supervises youth in a school setting providing a safe/healthy environment for program participants.
- Works as a team with others and assists coordinator in the overall day to day operations of the program.
- Plans and facilitates daily skills based group activities according to program needs/grant requirements and participates in all activities with youth.
- Communicates and enforces program rules and code of conduct. Advises youth and adults regarding rule infraction and consequences using Positive Behavior Support techniques.
- Provides leadership to youth engaged in program activities.
- Maintains attendance records as required by program.
- Follows program procedures to safeguard health, safety, and well being of participants.
- Assists in providing daily snacks, sign in/out of youth and communication with parents and school staff.
- Attends weekly staff meetings and training sessions as scheduled.
- Completes and tracks all required trainings set by the division.
- Develops and maintains cooperative relationship with students, families and school personnel.
- Reports daily to Program Coordinator.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- Workplace professionalism
- Agency policies and procedures
- Youth Services programs and local teen resources
- Youth Development
- Conflict resolution
- Engaging appropriate with youth.

Skills and Abilities to:

- Create and facilitate skill-based groups focusing on STEM, Art, Healthy Living, Character Education and College and Career Readiness.
- Create a safe and inclusive environment for youth and adults
- Strong communication skills to effectively communicate with a diverse population from different social and ethnic backgrounds
- Demonstrate group management skills and techniques
- Resolve conflict situations
- Interact with both youth and adults in a non-judgmental atmosphere
- Youth behavior management through Positive Behavior Supports

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work environments are inside of schools with a large number of youth. Staff are required to engage in activities with youth.

IMPORTANT INFORMATION REGARDING THIS POSITION

Programs operate around the school year schedule and there are frequently breaks through out the year including summer.

Revised 01/3/22 MP