



North County Recreation District

Job Title:	Youth Assistant
Organization Level:	Operations Staff
Duration/Status:	Regular, Part-time
Salary:	Hourly wage plus membership benefit
Requirements:	Must pass a background check; drug screen upon hire

GENERAL DESCRIPTION

Under close supervision of the Youth Program Director, the Youth Assistant is responsible for providing supervision and activities for school-aged children. The incumbent regularly communicates with parents, staff, and the Youth Program Director.

ESSENTIAL FUNCTIONS *(include but are not limited to the following)*

1. Ensures safety of children from parent drop-off or pick-up at school until they are released to a parent or guardian.
2. Provides an environment that is age-appropriate, safe, and fosters self-esteem, tolerance, and wellness.
3. Assists in planning and conducts supervision of activities for youth, which are appropriate to participants' development levels, capabilities and interests.
4. Assists in maintaining necessary records and data.
5. Collects fees and appropriately records fee collection in receipt book.
6. Maintains open communication and positive relationships with parents and children.
7. Operates assigned youth programs according to District and Oregon state Office of Child Care policies and procedures.
8. Maintains a neat and orderly program site, including by following youth program opening and closing procedures.
9. Follows licensing and district procedures to safeguard the health and safety of the children in the program which include, but are not limited to, hand washing, sanitary measures, playground and safety rules, and rules regarding the use of supplies and equipment.
10. Becomes knowledgeable of emergency procedures, and assists in the supervision or required drills, and/or during emergency situations.
11. Obtains necessary training as required for the position and as required by the District and Oregon State Office of Child Care.
12. Performs other related job duties as assigned.

Qualifications: *(The following are minimal qualifications necessary for entry into the classification.)*

- High School Diploma or equivalent
- 18 years old
- Experience working with and managing groups of children preferred
- Current First Aid, CPR/AED, or ability to obtain within 6 months
- Oregon Food Handler's License, or ability to obtain within 6 months
- Recognizing and Reporting Child Abuse and Neglect training, or ability to complete within 30 days
- Health and Safety training, or ability to complete within 30 days



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Knowledge/Skills/Abilities: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

1. Demonstrated ability and interest in working with elementary-age children.
2. Knowledge of or willing to learn Positive Behavior/Discipline techniques.
3. Knowledge of or willing to learn Recognizing and Reporting Child Abuse and Neglect requirements.
4. Demonstrated initiative, yet able to take direction.
5. Good communication skills both written and oral.
6. Demonstrated attention to detail, trustworthiness, dependability, and a strong work ethic.
7. Demonstrated strength in a team setting: able to work collaboratively to achieve collective goals.
8. Ability to maintain strong confidentiality.
9. Ability to pass the required background check and drug screening upon hire.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

Work involves frequent physical labor, including lifting up to 50-100 pounds, operating outdoor equipment, and using ladders and tools. The position requires working outdoors in varying weather conditions and indoors in mechanical, custodial, and office spaces. Must be able to walk, stand, bend, stoop, and carry materials regularly. Exposure to cleaning chemicals, noise, and dust may occur. Position may require evening or weekend shifts.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.