

POSITION DESCRIPTION

Eastside Community Ministry

CLASSIFICATION TITLE:	Life Skills Coordinator
------------------------------	-------------------------

EMPLOYMENT STATUS:	Part-time	REPORTS TO:	Youth Program Manager
FLSA STATUS:	Non-exempt	LOCATION:	ECM Youth Center

DISTINGUISHING JOB CHARACTERISTICS

Under the guidance of the Youth Program Manager, the Junior Youth Program Assistant leads and carries out activities for children attending Eastside Community Ministry, Inc. (ECM). Serves as a mentor and role model for youth and promotes a positive and safe environment, free from substance abuse and crime for children to learn and develop.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to satisfactorily perform each essential duty listed below. Reasonable accommodations will be made for disabled persons, covered by the Americans With Disabilities Act, in accordance with its requirements.

Leads and participates in educational and fun activities for youth at ECM. Promotes a safe, positive and secure environment for children after school and during summer breaks to help low-income and at-risk youth. Assists Youth Program Manager when needed.

Assists with all ECM youth programs. Prepares learning materials for classroom lessons and activities including crafts, singing, sports, and games. Challenges youth to take on responsibilities that will improve their quality of life. Encourages appropriate behavior and play. Assists in the preparation of meals when assigned. Assists with assessments throughout the school year. Assists children with homework and other school projects.

Follows and carries out policies and procedures as they relate to students and families. Monitors youth behavior and ensures discipline, safety, and security of youth. Encourages ECM's youth to maintain the care of ECM's building and contents. Provides input to Youth Program Manager regarding youth's problems, needs and progress.

Chaperones youth on field trips and special events. Safely operates 15-passenger van to transport youth. Assists by loading and unloading supplies, and performs general cleaning of facility.

Maintains confidentiality of sensitive and confidential information. Exhibits regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES

Assists with head lice checks.

Participates in and supports ECM's special projects and fundraising activities.

4-H Volunteer.

Participates in the beYOUtiful Sleepovers & activities.

All other duties as assigned.

EQUIPMENT OPERATED

General office and multi-media equipment and home appliances.
Drives 15-passenger van to pick up and deliver children for ECM programs and field trips.

CONTACT WITH OTHERS

Children; parents; clients; volunteers and general public.

WORKING CONDITIONS

Working conditions similar to a school environment with occasional exposure to inclement weather conditions when supervising outdoor activities and field trips.

USUAL PHYSICAL DEMANDS

The following physical demands are typically exhibited by position incumbents performing this job's essential duties and responsibilities. These physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help ECM, employee and/or applicant identify where reasonable accommodations may need to be considered.

While performing the duties of this job, the employee frequently stands and walks, and occasionally sits. Employee converses with others in person and by telephone. The employee reaches with hands and arms, climbs and balances, and occasionally stoops and kneels when participating in youth activities. Employee lifts or exerts force on items of varying weights when loading and unloading supplies and occasionally lifts children.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: appropriate youth activities and conduct; public relations; risk factors and influences affecting child development and health; child abuse and neglect recognition and reporting requirements.

Ability to: understand and follow general directions; exercise sound judgment when dealing with youth in stressful situations; work independently demonstrating initiative; coordinate multiple tasks and activities; exhibit flexibility in work schedule and job tasks; develop and maintain effective working relationships with associates, supervisors, children, job contacts, and general public; identify and meet the needs of children; adapt student tasks to meet physical needs and abilities; and reflect Christian concern, honesty and good character.

Skill in: verbal and written communication; listening; operating electronic and general office equipment; physical management of ECM youth; scheduling, and organizing work; planning youth activities.

QUALIFICATIONS

An appropriate combination of education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities.

Ability to document identity and employment eligibility within three (3) days of original appointment as a condition of employment in compliance with Immigration Reform and Control Act requirements.

LICENSURE OR CERTIFICATION REQUIREMENTS

Valid State Motor Vehicle Operator's License

This job description does not state or imply that these are the only duties & responsibilities to be performed by the employee, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

MANAGEMENT APPROVAL

_____/_____/_____
Executive Director Date

EMPLOYEE UNDERSTANDING AND AGREEMENT

I understand, and will effectively perform the duties & requirements specified in this job description.

_____/_____/_____
Employee Date

SCHEDULE

Life Skills Coordinator will be considered a part-time employee working 32 hours a week at the rate of \$13 an hour.

Schedule will be as follows:

School Year Schedule:

Monday – Thursday
10:30am – 6:30pm

Summer Schedule:

Monday – Thursday
8am – 4pm

Schedule may fluctuate according to program and activity needs.

By signing below, I agree to the above information.

Life Skills Coordinator

Date

Executive Director

Date