

<b>Job Title:</b>	<b>Youth Center Assistant</b>	<b>Job Category:</b>	
<b>Department/Group:</b>	Rio Bend	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Richmond, TX	<b>Travel Required:</b>	YES. To agency locations, apartments, field trips
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Full-Time; nonexempt; Monday-Friday, 12:00 pm-8:00 pm.
<b>HR Contact:</b>	Tina Hood	<b>Date posted:</b>	<a href="#">Click here to enter a date.</a>
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	<a href="#">Click here to enter a date.</a>
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			

### Job Description

#### ROLE AND RESPONSIBILITIES

IN THIS ROLE, YOU WILL BE HANDS-ON PROVIDING GAMES & ACTIVITIES, HOMEWORK ASSISTANCE, AND TEACHING VALUABLE LIFE LESSONS WHILE CREATING A SAFE ENVIRONMENT FOR THE YOUTH IN YOUR CARE, HELPING TO BREAK THE GENERATIONAL CYCLE OF ABUSE. YOU ARE RESPONSIBLE FOR SUPERVISING CHILDREN AND THE CLEANLINESS OF YOUR WORKSPACE.

- Be professional and abide by the agency core values: **Service, Passion, Integrity, Respect, Innovation, and Teamwork**
- Must have a love for working with children and an enthusiastic personality!
- Supervise children in the Youth Center and maintain a safe and positive learning environment.
- Prepare curriculum and hands-on activities for children using up-to-date and various teaching methods (stories, media, crafts, art, indoor and outdoor games) to promote child's development and nurture their basic cognitive learning skills.
- Identify behavioral problems in children and determine the right course of action to assist the child, including providing referrals.
- Prepare snacks.
- Effective communication with parents on the child's progress or identified problems.
- Enforce established rules and guidelines of the Youth Center.
- Communicate with co-workers to pass on relevant information regarding the children.
- Fill out the required paperwork, including case notes (diaper changes, meal/snack feedings, bottle feedings, naps, etc.) and accident and illness reports.
- Become certified in CPR and First Aid and renew when required.
- Able to come in early or stay late if required.
- Other duties as assigned.
- Reports directly to the Youth Team Lead.

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High school diploma or GED in a related field or equivalent experience.
- 1-year experience working with children (required) and knowledge of basic child development.
- Multi-tasker with good organizational skills.
- Can fit in with a team-oriented work environment and is a team player that assists team members as needed.
- Must be patient and compassionate.
- Able to lift to 50 lbs., bend over, and stand.
- Have a valid Texas Driver's License and carry auto liability insurance as required by the State of Texas.
- Satisfactory completion of criminal background checks and drug screening.

PREFERRED SKILLS AND COMPETENCIES

- Previous experience working with individuals dealing with trauma (preferably domestic or sexual violence) is a plus but is not necessary.
- Demonstrates leadership, communication (active listening), and problem-solving skills in a manner that encourages and empowers clients to seek remedies for positive change establishing a positive rapport with clients, setting clear professional boundaries with clients without judgment, not easily frazzled, and the ability to solve practical problems and deal with a variety of situations.
- Displays original thinking and creativity by meeting challenges with resourcefulness, generating suggestions for improving work, and developing innovative approaches and ideas.
- Possesses strong time management skills during busy and slower periods throughout the day.
- Adhere to client confidentiality and respect client autonomy.
- Shows appropriate communication skills, including applying strategies of conflict resolution to address conflict and moderate one's own verbal and nonverbal reactions to communications with clients and coworkers and demonstrate ongoing efforts to improve skills in effective verbal and nonverbal communication.
- Prioritizes/plans work activities using time efficiently; plans for additional resource needs. Sets goals and objectives and develops realistic action plans.
- Deadlines/solutions oriented with the ability to handle multiple competing priorities and a wide variety of responsibilities.
- Writes clearly, accurately, respectfully, and informatively; edits work for spelling and grammar.
- Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to non-traditional hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan.
- Travel is required in greater Harris and Fort Bend County areas.
- Other tasks as required.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Officer Signature: \_\_\_\_\_

Date: \_\_\_\_\_