



JOB DESCRIPTION

Assistant Youth Development Manager

Reports to: Youth Development and Facility Manager

FLSA: Nonexempt

Role: Assistant Manager

Descriptive Summary

The Assistant Youth Development Manager assists the Youth Development and Facility Manager in the oversight and coordination of activities in a Before & After School/ Summer Day Care Program for children ages 5-12 while providing a safe environment to learn, play, and grow. The Assistant Youth Development Manager provides opportunities for children to experience new activities and learn new skills, good sportsmanship, and the value of working together.

Core Functions

- Assist in the supervision of Youth Development Aides and ensure required staff to participant ratios are met.
- Drive WCCC vehicles to drop-off and pick-up children at nearby elementary schools. Drive WCCC vehicles on field trips. Chaperone field trips to a variety of locations.
- Develop, supervise, lead, and teach games and activities for children of various age groups, skills, and abilities.
- Create schedule of activities according to District 81 calendar and seasonal opportunities in coordination with the Youth Development and Facility Manager.
- Follow progressive discipline track system with children. Complete behavior reports, determine course of disciplinary action, and hold disciplinary meetings with guardians.
- Oversee program supply inventory and ensure supplies are available prior to each program or activity. Order and purchase supplies as necessary.
- Coordinate with administration and accounting in contacting parents on billing issues and to ensure all program registration paperwork is submitted and completed.
- Maintain and routinely audit program participant files and ensure all forms and paperwork are completed, up-to-date, and in compliance with all Washington State DEL licensing requirements.
- Ensures the completion of daily attendance and ensures check-in and check-out of each child.

Winning Behaviors, Competencies, and Skills

- Respects the diversity of those we serve and the challenges they face.
- Establishes and maintains healthy interpersonal relationships with team members and co-workers.
- Is passionate about making a difference in the lives of youth.
- Confidence.
- Leadership.
- Creativity.
- Compassion.
- Adaptability.
- Organization.
- Patience.
- Alertness.

Supervisor Responsibility

This position assists the Youth Development and Facility Manager with timekeeping, training and orientation, performance management and hiring of the employees within those departments. This position leads staff to success through open communication, on-going training, positive reinforcement, recognition, and necessary counseling and corrective action. This position assists in selecting and training youth development volunteers.

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Revision Date: 03/23



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Work Environment

This job operates primarily in a gymnasium and is frequently required to work in a City Park and other field trip locations. This role is routinely exposed to outside elements including sun, dry heat, wet, and or humid conditions. The noise level in the work environment is loud.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to see, talk, and hear. This position is frequently very active and often requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work

The hours of this position vary slightly according to the District 81 school schedule. Typical hours are 9 am to 6 pm, M-F.

Travel

Drives WCCC vehicles to drop-off and pick-up children at nearby elementary schools. Drives WCCC vehicles on field trips. Additional in-town or out-of-town travel may be required for trainings and conferences.

Required Education, Experience, and Qualifications.

1. Associates’ Degree in related field.
2. 1 year of experience in recreation, physical education, sports, childcare or other related field.
3. CPR and first aid certification.
4. Basic STARS for Washington Child Care Professionals—20 hours training.
5. WA State Department of Early Learning—MERIT registered.
6. TB test current.
7. Food handler’s permit.

Preferred Education and Experience, and Qualifications.

1. Bachelor’s Degree in related field.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

I understand and agree to the duties and expectations of my role as outlined in this job description. I understand nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

Employee Name

Employee Signature

Date