Job Title: Youth Development Services - Work Study  
Department: Youth Development Services  
Reports To: Program Coordinator  
Status: Work Study. This is not a paid position.  
Location: San Antonio Main Campus  

SUMMARY: The Youth Development Services (YDS) Work Study position is responsible for assisting YDS staff in delivering excellent program services to school-age youth.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Programmatic:
1. Assist program staff with developing lesson plans and delivering curricula according to the YDS program model.
2. Supervise structured and unstructured recreation.
3. Supervise meal times.
4. Chaperone field trips and other off campus activities, as needed.
5. Report significant incidents involving participants to immediate supervisor and case manager.
6. Be a positive role model for youth

Other responsibilities:
7. Follow and enforce health and safety rules at all times
8. Maintain safe and clean program and office environments for program participants, staff and agency
9. Perform other duties as assigned based on program and/or agency needs

QUALIFICATIONS

General:
- Must be available to work during after school program hours which are typically Monday through Friday between 3:00pm and 7:00pm. A specific work schedule will be discussed and agreed upon with the Program Coordinator.
- Must pass criminal background check and drug test before working with youth.

Education and Experience:
- High school diploma or GED required. At least one year of college with coursework in Kinesiology, Education, Social Sciences or related field preferred.
- Knowledge of word processing software and e-mail required.
- Experience working with youth preferred.

Knowledge and Abilities:
- Ability to communicate effectively, both verbal and in writing
- Strong attention to detail
- Must be able to maintain a positive and professional attitude
- Ability to prioritize tasks and manage time effectively
- Ability to cultivate positive relationships with youth to support youth progress and development
- Ability to maintain positive relationships with staff and volunteers
- Must be flexible, open-minded and willing to acquire new skills

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. While performing the duties of this job, you must be able to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk, hear, type, and operate a motor vehicle.

2. You must be able to lift up to 25 pounds, have close vision, color vision, depth perception, and ability to adjust your focus with good hand-eye coordination.

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Employee Signature             Date