

Maui Economic Opportunity, Inc.

Job Description



Job Title: Youth Service Summer Aide
Department: Youth Services
Reports To: Program Coordinator
FLSA Status: Nonexempt
Prepared Date: March 2016
Updated: March 2022

SUMMARY:

- Assist Youth Services Staff in coordinating and facilitating classes and activities including participant enrollment during summer break. Engage youth participants while developing their Leadership Abilities, Life Skills, and Cultural Connectedness. Provide a safe and inclusive environment for youth to thrive.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Make appointments to various community agencies as needed.
- Create, maintain and monitor individual participant files and sign-in sheets keeping all client files confidential.
- Facilitates outreach activities and recruits and enrolls youth into the program.
- Assist with organizing and facilitating awareness and prevention community campaigns and service learning projects.
- Assist in the facilitation of youth-led creative projects.
- Assist in the facilitation of family strengthening events.
- Help maintain the calendar of Community Service Projects to generate service learning hours.
- Administer self-esteem evaluation and reflection questionnaires, and ensures reflections are completed to capture what was learned after activities.
- Maintain the cleanliness and up keep of the Youth Services vans.
- Coordinate transportation services for the youth to and from activities.
- Maintain and monitor confidentiality at all times.
- Maintain accurate records and provides timely statistical and activity reports.
- Attend meetings and trainings as needed.
- Maintain a high level of customer service ensuring that client's needs are met.
- Understand, follow and support all safety policies and programs.
- Regular attendance

NONESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises youth participants.
- Responsibilities include assigning, and directing activities, rewarding and correcting behavior as needed, and addressing complaints and resolving problems.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

Job Description – COM YS Program Coordinator

The Promise of Community Action

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.



functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Experience working with at-risk youth.
- Understanding of the causes and effects of substance abuse and living in poverty or at-risk conditions.
- Knowledge of youth needs, and available community resources.
- Excellent interpersonal skills, which include, written, verbal and listening.
- Ability to instruct and motivate others and provide training and work direction.
- Ability to handle many projects at a given time.
- Ability to prioritize workload and meet the demands and pressures of deadlines.
- Organized, detail and tasks oriented.
- Cooperative, polite, team player.
- Ability to establish a system to ensure program is meeting the needs of the youth.
- Ability to establish working relationships with appropriate community agencies and partners.
- Ability to interact with and support a cultural and ethnic diverse community.
- Working knowledge of basic computer applications including desktop apps and data entry.
- Available to work flexible days and hours, which may include evenings and weekends.

EDUCATION and/or EXPERIENCE:

- High School diploma or credits toward an associate's degree in a Human Services or related field, or equivalent combination of education and experience.

LANGUAGE SKILLS:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to speak effectively before large groups.

MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers.

REASONING ABILITY:

- Ability to apply best judgment to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to maintain composure in an emergency crisis situation.

CERTIFICATES, LICENSES, REGISTRATIONS:

- CPR/First Aid certification preferred.

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. While performing the duties of this job, the employee is:

- Regularly required to stand and walk.
- Frequently is required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.
- Must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is:

- Regularly exposed to outside weather conditions.
- Occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; risk of electrical shock; and vibration.
- The noise level in the work environment is usually loud.