

Maui Economic Opportunity, Inc.

Job Description



Job Title: Youth Services Aide
Department: Youth Services
Reports To: Director
FLSA Status: Nonexempt
Pay Grade: H6A
Prepared Date: November 2024

SUMMARY:

- Assist Youth Services Staff in coordinating and facilitating classes and activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with planning and delivering interactive prevention presentations at youth events.
- Assist with organizing and facilitating awareness and prevention and life skills activities and service learning projects.
- Assist in the facilitation of youth-led creative projects.
- Assist in the facilitation of family strengthening events.
- Assist with administering self-reflection forms and pre & post questionnaires.
- Assist with peer lead training and programming.
- Assist with maintaining the cleanliness and up keep of the Youth Services vans.
- Maintain confidentiality at all times.
- Assist with maintaining accurate records and providing timely 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.

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

- Basic understanding of the causes and effects of underage drinking and other risk factors.
- Basic knowledge of youth needs, and available community resources.
- Excellent interpersonal skills, which include, written, verbal and listening.
- 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.

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.



- Ability to interact with and support a cultural and ethnic diverse community.
- Working knowledge of basic computer applications including desktop applications and data entry.
- Available to work flexible days and hours, which may include evenings and weekends.

EDUCATION and/or EXPERIENCE:

- Must be 16 years or older.
- Child labor certificate or work permit required for minors under age 18.

LANGUAGE SKILLS:

- 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
- Ability to maintain composure in an emergency crisis situation.

CERTIFICATES, LICENSES, REGISTRATIONS:

- None

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
- The noise level in the work environment is usually loud.