

TOWN OF CHESHIRE

POSITION DESCRIPTION

Position Title: Program Assistant Classification: TPT-3

Hours Per Week: Part-time (15 hrs or less/week)

Department: Youth Services Division of Human Services Date: June 17, 2014

Position Objectives:

Under the direction of Program Supervisor, and the Youth Activities Coordinator the Program Assistant provides assistance in the operation and onsite supervision of the Yellow House and related Cheshire Youth Services programs and off premises trips and special events.

Reporting Relationships:

Reports to: Youth Program Supervisor and Youth Activities Coordinator
Program Supervisor

Supervises: None

Job Location and Equipment Used:

Work is performed indoors and outdoors depending on programs. The position will require moving of small equipment with the use of dollies.

Essential Functions:

1. Serves as an assistant to the Youth Program Supervisor and Activities Coordinator in the operation and supervision of the Yellow House by providing coverage of the facility when assigned, providing leadership for programs, activities and trips as assigned.
2. Provide direct support for after-school, weekend, and summer programs which includes organizing and/or facilitating individual and group activities including academic assistance, fitness, social enrichment, and leadership. Performance of duties require working mostly weekend evenings, weekday evenings and may require working week days ,to assist in the supervision of the Yellow House and related programs.
3. Assists in planning, coordinating and conducting group activities for youth participants during scheduled programs, events and off-premises trips.
4. Assist with organizing, supervising and engaging youth participation during scheduled programs or trips with the ability to perform a variety of physical activities

that may include walking, standing, running, throwing, swimming and lifting up to 40 lbs.

5. Provide a fun and safe environment for youth during program hours. Be responsible for the enforcement of policies and procedures established for participants during the operations of the Yellow House facility and related programs.
6. Assist other staff with organizing materials and supplies, set-up and taking down of the Yellow House equipment that is necessary to conduct programs.
7. Additional duties may include general maintenance of the Yellow House facility not limited to taking out garbage, vacuuming, dusting and general upkeep of the facility before and after scheduled programs.

The above job description in no way states or implies these are the only duties to be performed by the Program Assistant. As necessary, the Program Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Program Supervisor or Youth Activities Coordinator.Desired Knowledge, Skills and Abilities:

Ability and desire to work with young people as a leader in a large group setting. Ability to receive direction from supervisor and enforce policies. Ability to motivate youth and manage behavior problems. Ability to manage multiple tasks and to develop solutions to problems with limited supervision. Must possess excellent verbal and written skills. Ability to establish and maintain effective working relationships with all Yellow House personnel, parents and participants. Willingness to work evenings and weekends; physical condition commensurate with the demands of the position. The ability to perform a variety of physical activities that may include walking, standing, running, throwing, swimming and lifting up to 40 pounds.

Desirable Experience and Training:

A High School Diploma or equivalent Working towards a degree in Social Science or Recreation preferred with a minimum of one year's experience in the field of youth programs or activities, or any combination of training and experience which provides a demonstrated ability to perform the duties of the position.