



Central Community House
At Our House, People Are Central

Title: Youth Worker

Work Area/Department: Youth & Family Services

Reports to: Youth Services Coordinator

Exempt Status: Non-exempt/Part time

Date Revised: 8-14-18

I. Purpose: To assist the Youth Services Coordinator plan and provide a quality after school program for youth in the Agency's community which engages the youth, assists youth in reaching their personal and educational potential, develops social and conflict resolution skills and increases self-esteem.

II. Essential Responsibilities

A. Assist the Youth Services Coordinator with planning and supervision of activities in the after school and summer camp program in alignment with the mission and vision of the Agency. This includes:

1. Plan, implement and monitor age appropriate daily program activities to increase academic and social skills, including field trips and special events;
2. Identify the needs of the community youth for after school and summer activities from research and personal interaction with community youth;
3. Set up space for youth program activities;
4. Supervise youth as assigned;
5. Create and foster a safe, healthy and fun environment for youth;
6. Identify and recommend to Youth Services Coordinator appropriate corrective action of clients when necessary;
7. Organize and assist with serving snacks/meals;
8. Follow up with youth and their parent when they are absent from program;
9. Travel with youth in Agency vehicles and enforce safety rules;
10. Assist with recruiting youth for Agency programs;
11. Assist youth with homework assignments as necessary.

B. Provide direct and indirect social group services as required by the program by facilitating group discussions which are informative, encourage participation of each youth in the group, help stimulate interest and learning, promoting high self-esteem, develop good social skills and encourage positive communication and academic success.

C. Timely collects and monitors data of each step in process, services activities, progress and other outcomes as required by grants, funders and other contracts. This includes:

1. Provide completed lesson plans to Youth Services Coordinator which document specific program plans for each program day;
2. Prepare youth sign-in sheets and enforce sign-in requirements for each youth;
3. Record daily activities on activity sign-in sheets which are legible, coherent, and descriptive;
4. Document and communicate program outcomes to Youth Services Coordinator;
5. Submit reports as required.

III. Other Responsibilities

> Attend staff meetings as assigned;

> Participate in professional development and training activities as required/necessary;

Perform special projects and other duties as assigned by program coordinator and/or program manager.

IV. Core Competencies

- *Client Focus*. Views the Agency's service through the eyes of Agency clients to anticipate and meet client needs. Constantly seeks information and understanding regarding service and market trends in order to satisfy and exceed client expectations. Is motivated by client expectations. Solicits client feedback.
- *Maintains a positive attitude* while meeting goals even in the face of significant obstacles and uncooperative people. Communicates confidence to others. Is not distracted by negativity. Demonstrates a sense of humor and perspective about setbacks.
- *Builds Relationships/Collaborates*. Values and respects the concerns and feelings of others. Shows empathy, respect and appreciation for individuals and diversity. Builds and maintains an internal and external network of relationships with partners for potential collaborations and coalitions. Optimizes performance of Agency and self through shared resources and responsibilities, by facilitating collaborations with groups and by promoting team-building.
- *Professionalism/Ethics*. Regularly demonstrates a high level of integrity through direct, open, honest and ethical communication with others. Fosters an ethical environment. Assumes personal responsibility. Shows discretion when appropriate or required. Maintains confidentiality of client and agency information.
- *Mission Orientation*. Understands and supports the Agency's history, mission and vision. Is committed to building upon the Agency's legacy. Communicates the mission to others. Frequently refers to the Agency's mission and incorporates it into daily activities.
- *Team Player*. Identifies with the Agency's goals. Shares resources, responds to requests from other team members and subordinates personal goals to the Agency's agenda, mission and vision. Collaborates easily.

V. Job Specific Skills, Knowledge and Abilities

- *Shows Initiative*. Is proactive and takes action without being prompted. Does not wait to be directed, but instead, takes responsibility and acts when need arises. Makes things happen. Provides unsolicited input.
- *Time Management/Multi-tasking*. Accomplishes goals through establishing priorities and organizing workload to meet deadlines in a timely fashion. Manages time wisely and to effectively prioritize multiple, competing tasks despite frequent interruptions.
- *Effective Communication*. Speaks clearly and appropriately to the intended audience in both formal and informal settings. Expresses appropriate gestures and non-verbal communication. Remains focused on point at hand during communication. Listens and reacts to questions by other appropriately. Uses effective listening skills to maintain self-esteem and respond with empathy to the feelings and needs of others, including the use of active listening skills (summarizing, reflecting, not interrupting, etc.) to demonstrate understanding and sensitivity. Pays attention when others speak. Gives cues of interest. Summarizes and paraphrases ideas of others to show active listening.
- *Cultural Competence*. Embraces and is sensitive to cross-cultural differences. Accepts and respects cultural differences. Demonstrates the capacity for cultural self-assessment. Is conscious of the dynamics inherent when cultures interact.
- *Composure*. Maintains composure and effective performance under stress and/or opposition (such as tight deadlines, unscheduled disruptions or delays, interpersonal conflict or lack of job or task clarity). Demonstrates emotions appropriate to the situation and continues performing

steadily and effectively. Shows patience with others. Responds calmly to stressful or trying circumstances.

VI. Work Experience and Education

Requires high school diploma or equivalent and at least two years working with at-risk youth in a community setting. Associate or Bachelor degree preferred. General knowledge of communicable diseases, recognition of signs of child abuse and neglect, CPR and basic first aid. Working knowledge of Microsoft word, Excel and Outlook. Requires satisfactory criminal, background and child abuse record.

VII. Physical and Mental Requirements

Must be able to listen; communicate verbally with proper tone of voice and grammar in person and over telephone; utilize office software, computers and office equipment; multi-task and prioritize; perform gracefully and accurately with frequent interruptions; accompany youth on field trips; lift up to 20 pounds; and maintain composure and patience when dealing with others.

Interested candidates should submit resume to:

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