



JOB DESCRIPTION

Job Title: Youth Centers of Orange, Youth Development Professional

Reports to:	YCO Sites Director	Dept:	Youth Centers of Orange
FLSA Classification:	Non-exempt PT	Entity:	Fiscally-Sponsored Project
Supervises Others:	No		

SUMMARY:

Under the direction of the Sites Director, the Youth Development Professional provides staff support in assigned program areas, e.g., Non-student Days, Lunch/Snack Program, Education Room, Games Room, Gym, etc. Responsibilities include monitoring member's behaviors, providing instruction and assistance, communicating with members, parents and staff, and enforcing codes of conduct.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitors activities and behavior of members during program activities to ensure the physical and environmental well-being of the members, as well as the adherence to appropriate conduct and disciplinary control.
- Provides assistance and support in an assigned functional program.
- Performs a wide variety of routine to moderately complex coordination of support duties as applicable to assigned program.
- Assists Sites Director and Sites Coordinator with development implementation of program curriculum.
- Maintains and properly stores equipment, supplies and materials as applicable to the assigned program.
- Performs recruitment activities as applicable to the assigned program.
- Communicates effectively and courteously with all contacts.
- Maintains current knowledge of and complies with organizational and department policies and procedures.
- Organizes workload to meet project timelines and deadlines. Minimizes time spent on personal calls and matters.
- Meets attendance and punctuality requirements; reports time and attendance accurately.
- Uses skill and judgment to ensure program objectives are met.
- Meets all applicable safety requirements for the position and work environment including prompt injury reporting.
- Supports the vision and goals of YCO and OneOC.

ADDITIONAL RESPONSIBILITIES:

- Assists with other duties as assigned on a regular or occasional basis.

EDUCATION AND/OR EXPERIENCE:

- High school diploma required; some college preferred.
- Experience with minors in an individual or group setting highly preferred.
- Interest in a specialized field (e.g. arts, academics, athletics) required.

- Bilingual Spanish is a plus.

COMPUTER & EQUIPMENT SKILLS:

- Has good general knowledge of computer operations; uses a keyboard and calculator proficiently and with a high degree of accuracy. Accurate typing skills of 35 wpm.
- Uses Microsoft Office Word and Excel as well as Internet and email programs proficiently.
- Uses typical office equipment (i.e., fax, phone, copiers).

PHYSICAL JOB REQUIREMENTS:

- Must be able to maintain a moderate level of physical activity throughout the day involving stopping, kneeling, crouching and crawling.
- Lifts, carries, pushes and pulls up to 25 pounds regularly.
- May sit for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate recreational equipment and to operate computers and office equipment for up to eight (8) or more hours each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a vehicle safely.
- Hearing and speech must be within normal ranges and sufficient for clear communication face to face and on the telephone.
- Exposed to typical youth center conditions and noise levels. Exposed to environmental conditions (e.g., dirt, dust, pollen, rain, temperature, noise) regularly.
- May be exposed to common sickness acquired by children (e.g., cold, flu, chicken pox).

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to manage assigned program effectively.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatically correct and of appropriate tone.
- Able to set goals based on available information and to plan work in order to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Able to formulate appropriate responses to requests for services and information from internal or external sources.

OTHER JOB REQUIREMENTS:

- Maintains professional behavior, dress and appearance at all times.
- Attends meetings and trainings as requested.
- Clears background investigation (i.e., DOJ, FBI, sex-offender registry, drug test, TB test) as applicable and in accordance with OneOC policies and procedures.
- Drives personal car on business; maintains a driving record and personal car insurance in accordance with organization's policies and provides related records periodically

Apply To: HR@oneoc.org

OneOC is proud to be an equal opportunity employer.