

## JOB DESCRIPTION



<b>Department</b>	Youth
<b>Location</b>	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
<b>Job Title</b>	Youth Specialist
<b>Classification</b>	Salary/Exempt
<b>Pay Range</b>	\$40,000.00 - \$50,000.00 Annually 1C01

### Job Summary

The Youth Specialist reports to the Youth Services Coordinator. The primary responsibility of this position is to provide outstanding service in a safe and quality program through warm interactions at the RecPlex. The Youth Specialist is responsible for maintaining safe operations with a comprehensive array of Youth development programs and services including: Baby U, Preschool U, Kids Court & Lil' Tykes, Before and After School, School Days Off Care, Summer Day Camp, and Youth Programming. **The Youth Specialist is a working specialist position where approximately 75% of their time is spent working in various classrooms.**

### Job Duties

- Alertly and actively supervise the children and give them your undivided attention.
- Must be able to assist the management in meeting departmental goals for efficient and effective operations of the department.
- Create a positive and friendly atmosphere for patrons and staff.
- Routinely check children and staff files to ensure they are current.
- Be familiar with the programming schedules on a daily basis.
- Must help with special events and "in house" and "out-of-house" special activities at the RecPlex.
- Must be and remain knowledgeable of child care concepts.
- Must maintain a good working knowledge of personal computers, including MS Office products, program reports, accident and rescue reports and keep staff informed of regular, new and upcoming activities, events, policies.
- Must be able to work efficiently, compassionately and with empathy for those people who have special needs and requirements due to age or other cognitive or physical disability.
- General problem solving and interaction with program staff, children, and parents.
- Responsible for the safety of every child that utilizes these programs.
- Attend required staff meetings, trainings and seminars; maintain required certifications.
- Drive multi-passenger vehicles to transport children between RecPlex and designated schools.
- Re-fuel vehicles on as needed basis.
- Maintain order among children during routes to ensure safety.
- Lead by example for all Youth Services staff.
- Treat children with dignity and respect.
- Give tours of facility when necessary.
- Ability to serve as a lifeguard during youth swim.
- Must have the ability to maintain confidential information.
- Immediately intervene in any emergency situation or potentially hazardous situation.
- Be fully comfortable with using any of the Village of Pleasant Prairie's rescue or safety equipment and perform appropriate first-aid and emergency care when an accident occurs.
- Must be able to cover shifts when substitute is necessary and have flexible work schedule including nights and weekends.
- Enforce all RecPlex rules and policies, fairly and consistently.
- Must be able to work shifts as Manager on Duty including opening/closing of the facility.

- Must not have any prior criminal convictions relating to sexual assault or abuse, or any convictions related to contributing to the delinquency of a minor, or if the employee is a minor, any conviction for the illegal use of alcohol or drugs.
- Must perform other duties as assigned.

### **Physical Requirements**

- High degree of public interaction and communication with exposure to periods of high activity and possible stressful interaction with the public and works closely with the Youth Services Coordinator. Works in indoor and outdoor environment with exposure to warm temperatures and heavy humidity, slippery surfaces, water and pool chemicals. The work requires long periods of attentiveness, swimming, jumping, standing, sitting, pulling, pushing, reaching, carrying, cleaning, visual monitoring, verbal and written communication, hearing, moving about pool area and outdoors, moderate lifting (15-50 lbs.)
- Work will also be performed outside at a beach on a lake with exposure to warm/cold temperatures, heavy humidity, great lengths in the sun, rainy conditions, noise, sandy/wet surfaces, lake water and insects.
- May be off site for various field trips.
- Work schedule is subject to varying shifts: Monday-Friday and some weekends.

### **Requirements - educational, certifications and experience**

- Must be at least 21 years of age.
- Must have a degree or pursuing degree in Education and/or Recreation.
- Must have minimum of 16 hours of early childhood education credits.
- Must have 2 years of youth programming experience.
- Must have a valid driver's license and maintain good standards.
- Must be able to complete Infant/Children's CPR and First Aid within 3 months of hire.
- Must be able to complete lifeguard certification within 3 months of hire.
- Energetic, enthusiastic and motivational.
- Enjoys contact with people, especially with kids of all ages.
- Excellent verbal communication.
- Teamwork attitude.
- Self-motivational/takes the initiative.
- Schedule will be determined by the Youth Services Coordinator

I have read and understand the job duties and physical requirements of this position.

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Signature

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Date

Village of Pleasant Prairie is an Equal Opportunity Employer.

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