



**Position Title:**        **Assistant Youth Educator**

**Department:**         **After School Program**

**Reporting Relationships:**       Reports directly to the Lead Youth Educator and Site Director

**Position Overview:**

The Assistant Youth Educator will ensure the health, safety, and well-being of all children while assisting in academic instruction/direction of children. Assistant Youth Educators may also be called upon to facilitate groups of students in enrichment and recreational activities independently.

**Agency Wide Duties and Responsibilities:**

- Support the mission, program philosophy and values of Port Chester Carver Center.
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace.
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Child Care Council of Westchester and all other governing agencies.

**Position Specific Duties/Responsibilities:**

The Assistant Youth Educator works with the Lead Youth Educator to provide a safe and constructive after school experience for assigned group of children, including:

- Ensuring the safety of all children assigned to the group
- Providing assistance with academic support and encouraging academic progress
- Assisting in facilitating and possible planning a purposeful and engaging academic activities and group projects
- Facilitating groups of students in enrichment and recreational activities independently
- Collaborating constructively with coworkers, and communicating regularly with supervisory staff
- Encouraging the social and physical development of the children through recreation and teacher enrichment
- Supporting a warm and positive bridge to the children's home and school life
- Serving as a positive role model and uphold professional behavior
- Participating in mandatory training and staff development activities outside of program hours

**Position Qualifications:**

- Minimum of a High school diploma or GED and prior experience working with children required. Bachelor’s Degree a plus
- A genuine interest in youth development and experience in creating interactive and educational/ enrichment activities
- Ability to communicate effectively and respectfully with a broad range of people including school staff and parents
- Flexibility, with the ability to adapt to changing circumstances
- Additional Qualification: Bilingual in Spanish a plus.

All staff are subject to NYS requirements regarding School Age Child Care employment. In addition, Carver Center employment policy requires the completion of a full background check prior to hiring.

*Position may not include all of the duties listed, nor do the examples necessarily include all of the duties performed.*

**Training Requirements to Maintain Position:**

- Attend required staff orientation and possible evening/Saturday(s) trainings.

**Physical and Sensory Requirements:**

- Must be able to actively participate in activity with children, this includes but not limited to recreation activities both indoors and outdoors such as running, jumping, playing sports, etc.

*The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing the absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria.*

*I have read and understand the above job description. I understand that I will be held responsible for all mentioned items.*

\_\_\_\_\_  
**Employee Name/Signature      Date**

\_\_\_\_\_  
**C.L.O. Signature      Date**