Job Description

Position: Youth Program Lead

Department: Youth and Family Services

Reports to: After-School Program Coordinator

Last Updated: August 2025

Position Summary:

Under the direction of the After-School Program Coordinator, provides programming and supervision of Youth Program Assistants and participants at the Open Gym Program. The Youth Program Lead Staff is responsible for the safety and engagement of program participants. This position models and implements Positive Youth Development (PYD) and Restorative Practices (RP) methods in one on one and group interactions. This position assists with meeting the mission of the Department by being a positive role model and ensuring safety for the youth served.

Essential Job Functions:

- Provides supervision to Open Gym Assistants at sites.
- Communicates with Open Gym parents and school personnel.
- Lead daily team check-ins prior to program start and processes how day went with Open Gym Assistants
- Provide supervision of Open Gym youth participants (ages 5-18).
- Plan and implement activities for the Open Gym program.
- Independently manage groups of participants and facilitate group instruction and activities.
- Engage hard-to-reach youth in program activities and utilize PYD and RP techniques in activities and conflict resolution.
- Assists with engaging participant's parents and program volunteers in a respectful and helpful manner.
- Assist with field trips and supervision of youth participants.
- Ensure program supplies and equipment are available and functioning.
- Mandated reporter for the Illinois Child Abuse Law.
- Be self-reflective and use self as a role model for youth.
- Drive the Open Gym vehicle when needed.
- Report and document details of incidents, such as accidents or rule violations, to parents and program staff.
- Some evening and weekend hours, required.

Supervisory Requirements:

- Provides general supervision to Youth Program Assistants and volunteers on site.

Other Job Functions:

- Performs all other duties as assigned by the After-School Program Coordinator.

Nothing in this job description restricts management's right to reasonably assign or reassign duties and responsibilities to this job at any time.
Essential features of this job are described under the headings above. A copy of this job description will be kept with the employee's personnel files.

Required Knowledge, Skills, and Abilities:

- Patience in working with youth that may have behavioral and learning limitations.
- Must possess excellent communication skills and lead conversations between youth participants.
- Ability to utilize time effectively, prioritize work and manage multiple projects independently.
- Able to de-escalate tension or frustrations of youth.
- Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources.
- Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches.
- Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals.
- Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Ability to maintain effective professional relationships with elected officials, staff, students, parents, school administrators and vendors.
- Enjoy the company of children and teens and understand their needs and differences.
- Ability to supervise assigned staff.

Education, Experience, and Computer Skills:

- High School Diploma or G.E.D. preferred.
- Bilingual in Spanish and English preferred.
- One year of supervisory experience.
- Equivalent combination of education and experience.
- Proficient in all Microsoft Office applications.

Special Requirements:

- Willingness to work regular evenings and occasional weekends as requested.
- Possess a valid Illinois Driver's License.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with reasonable accommodations.

- Must be able to walk, stand, sit, use fingers in a repetitive motion, twist and turn for long periods of time.
- The position may require some light lifting, pulling, pushing and carrying of up to 50 pounds.
- May require the operation of a motor vehicle.

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with reasonable accommodations.

- This position is executed indoors and outdoors weather permitting.
- Contact with moderate noise levels common in an indoor working environment with youth present. High noise levels may be experienced during certain youth activities.