Job Description

Position: Youth Program Assistant

Department: Youth and Family Services

Reports to: After-School Program Coordinator

Last Updated: July 2025

Position Summary:
Under the direction of the After-School Program Coordinator, the Youth Program Assistant implements programming and supervises participants in all Prevention Services programming. The Youth Program Assistant 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:
- Actively supervise Open Gym youth participants (ages 5-18).
- Independently manage groups of participants and facilitate group instruction and activities.
- Assist in the planning and implementation of activities for the Open Gym program.
- 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.
- Uphold Illinois Child Abuse and Neglect Mandated Reporter status.
- Be self-reflective and serve as a role model for youth.
- Organize team games such as soccer, softball and basketball, explaining the rules and acting as referee or umpire throughout the game.
- Communicate with parents, provide updates where required and answer questions about the program.
- Check on children with medical needs to ensure they have taken any required medication.
- Provide guidance, motivation and support to all participants.
- Report and document details of incidents, such as accidents or rule violations, to parents and program staff.
- Some evening and weekend hours, required.

Supervisory Responsibilities:
- None.

Other Job Functions:
- Performs all other duties as assigned by the After-School Program Coordinator & Youth Program Leads.

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 leadership and communication skills and lead conversations between youth participants and parents.
- 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.
- Knowledge of, or willingness to learn Positive Youth Development and Restorative Practices in working with youth.
- 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 youth and adults.
- Ability to maintain effective professional relationships with elected officials, staff, students, parents, school administrators and vendors.
- Enjoy the company of children and teens, and demonstrate empathy of their needs and differences.

Education, Experience, and Computer Skills:

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

Special Requirements:

- Must be 16 years of age or older.
- Ability to work regular evenings and occasional weekends as requested.

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 primarily executed indoors. However, it may require contact with outdoor weather at special event activity participation.
- Contact with moderate noise levels common in an indoor working environment with youth present. High noise levels may be experienced during certain youth activities.