



Position Title: Youth Assistant
Organizational Level: Generalist
Duration/Status: Regular, part-time (20-25 hours per week). This position is not exempt from overtime.
Compensation: Hourly wage plus membership benefits
Requirements: Must pass background check and drug screening upon hire.
Submission Detail: Position open until filled. Applications reviewed weekly. Submit application materials by mail to NCRD, PO Box 207, Nehalem, OR 97131, in person to NCRD Welcome Center at 36155 9th Street, Nehalem, or electronically to lesliev@ncrdnehallem.org.

A completed NCRD Employment Application must be submitted to be considered for the position. Failure to complete the document will disqualify the applicant from the recruitment process.

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

General Description

Under close supervision, the Youth Assistant is responsible for providing supervision and activities for school-aged children. The incumbent regularly communicates with parents, staff, and the Youth Center Director.

Supervision Received/Exercised:

Receives close supervision from the Youth Center Director. The incumbents of this class routinely exercise supervision.

Essential Functions: *(include but are not limited to the following)*

1. Ensures safety of children from parent drop-off or pick-up at school until they are released to a parent or guardian.
2. Provides an environment that is age-appropriate, safe, and fosters self-esteem, tolerance, and wellness.
3. Assists in planning and conducts supervision of activities for youth, which are appropriate to participants' development levels, capabilities and interests.
4. Assists in maintaining necessary records and data.
5. Collects fees and appropriately records fee collection in receipt book.
6. Maintains open communication and positive relationships with parents and children.
7. Operates assigned youth programs according to District and Oregon state Office of Child Care policies and procedures.
8. Maintains a neat and orderly program site, including by following youth program opening and closing procedures.
9. Follows licensing and district procedures to safeguard the health and safety of the children in the program which include, but are not limited to, hand washing, sanitary measures, playground and safety rules, and rules regarding the use of supplies and equipment.
10. Becomes knowledgeable of emergency procedures, and assists in the supervision or required drills, and/or during emergency situations.

11. Obtains necessary training as required for the position and as required by the District and Oregon State Office of Child Care.
12. Performs other related job duties as assigned.

Qualifications: *(The following are minimal qualifications necessary for entry into the classification.)*

- High School Diploma or equivalent
- 18 years old
- Experience working with and managing groups of children preferred
- Current First Aid, CPR/AED, or ability to obtain within 6 months
- Oregon Food Handler's License, or ability to obtain within 6 months
- Recognizing and Reporting Child Abuse and Neglect training, or ability to complete within 30 days
- Health and Safety training, or ability to complete within 30 days

Knowledge/Skills/Abilities: *(The following are a representative sample of the KSA's necessary to perform essential duties of the position.)*

1. Demonstrated ability and interest in working with elementary-age children.
2. Knowledge of or willing to learn Positive Behavior/Discipline techniques.
3. Knowledge of or willing to learn Recognizing and Reporting Child Abuse and Neglect requirements.
4. Demonstrated initiative, yet able to take direction.
5. Good communication skills both written and oral.
6. Demonstrated attention to detail, trustworthiness, dependability, and a strong work ethic.
7. Demonstrated strength in a team setting: able to work collaboratively to achieve collective goals.
8. Ability to maintain strong confidentiality.
9. Ability to pass the required background check and drug screening upon hire.

Physical, Mental, and Environmental Working Conditions:

Position requires prolonged standing, walking, reaching, twisting, turning, kneeling, bending, squatting, negotiating stairs and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine motor skills while instructive and supervising students during homework help; arts, crafts, gardening, cooking, and other enrichment activities; athletic and outdoor exploration activities; and other youth program activities. Additionally, the position requires near and far vision in reading written reports, work related documents, and books or homework assignments to children. Acute hearing and ability to listen to children while providing instructional assistance is also required. The ability to lift children; drag and push files, paper, or documents; or carrying sports or activity equipment weighing up to 50 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Note: North County Recreation District reserves the right to change, reassign, or combine job duties at any time. All skills and tasks are considered essential. This job description is intended to illustrate the general nature and level of work expected.



Employment Application

North County Recreation District considers applicants for all positions without regard to race, color, sex, national origin, disability, marital status, sexual orientation or any other legally protected status.

APPLICANT INFORMATION			
Last Name	First Name	M.I.	Date
Street Address		Apartment/Unit #	
Mailing Address		City	State Zip
Phone		E-mail Address	
Date Available	Position Applied for		
Are you a citizen of the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO			
If no, are you authorized to work in the U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Have you ever worked for this district? <input type="checkbox"/> YES <input type="checkbox"/> NO If so, when?			
Are you a Veteran? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please request Veterans Preference Form.			

EDUCATION/PROFESSIONAL CERTIFICATIONS			
High School		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
College		Address	
From	To	Did you graduate? <input type="checkbox"/> YES <input type="checkbox"/> NO	Degree
Other		Address	
From	To	Complete certification? <input type="checkbox"/> YES <input type="checkbox"/> NO	Cert.

REFERENCES – Please list three professional references.	
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone
Full Name	Relationship
Company	Phone

PREVIOUS EMPLOYMENT – LAST 10 YEARS – USE ADDITIONAL SHEETS AS NECESSARY		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Company		Phone
Address		Supervisor
Job Title & Responsibilities		
From	To	Reason for Leaving
May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO		

DISCLAIMER AND SIGNATURE	
<p>By my signature, I certify that all answers and statements on the application are true and complete to the best of my knowledge. I understand that should North County Recreation District learn, at any time, of any untruthful or misleading answers, my application may be rejected, my name removed from consideration, or my employment with North County Recreation District terminated. I hereby authorize past/present employers and educational institutions to release information concerning my work or educational history to be used solely in determining my qualifications for this position. I hereby release North County Recreation District as well as those contracted by North County Recreation District from any liability or damage which may result from furnishing the information requested. North County Recreation District may make copies of this authorization available to those contacted.</p>	
Signature	Date

Pre-employment substance screening may be required.

American with Disabilities Act accommodations will be provided upon request.

North County Recreation District is an Equal Opportunity Employer



RELEASE AND WAIVER

Applicant's Name	Date
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Important: Please read carefully and initial each paragraph before signing.

I understand and acknowledge that I may be required to submit to a physical examination, including substance screening. Additionally, I hereby authorize the release of the results of such an examination to North County Recreation District for their use in evaluating my suitability for employment. Further, I release the examining facility and North County Recreation District from any and all liability, and from any damage that may result from the release of such information.

Initials: _____

I authorize any person, school, current employer (except as previously noted), past employer(s), and organizations named in this application form and accompanying resume, if any, and any other person or entity with knowledge of me to provide North County Recreation District with any information and opinion which North County Recreation District regards as useful to it in making a hiring decision. I release such persons and organizations from any legal liability in making such statements or furnishing any and all information North County Recreation District may seek.

Initials: _____

I understand that this application by itself does not create a contract of employment. I understand and agree that, if hired, MY EMPLOYMENT IS FOR NO DEFINITE PERIOD OF TIME, and may, regardless of the date of payment of my wages or salary, BE TERMINATED AT ANY TIME, subject to North County Recreation District ordinances, policy, and rights provided by written contract.

Initials: _____

I have read, understand, and agree with all the above statements.	
Signature	Date

<i>Office Use Only</i>	
<i>Application Received by:</i>	<i>Date</i>