

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

POSITION TITLE Assistant Youth Program Facilitator
IMMEDIATE SUPERVISOR Youth Program Facilitator

ORIGINATION DATE 08/01/05
LAST REVISION DATE _____

SUPERVISOR _____ EMPLOYEE _____ BAND & GRADE A 1 1 1

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

JOB SUMMARY

Assist in the development, implementation, and evaluation of Youth Programs, Services and Special Youth Family Activities integrated into a comprehensive School District Plan

REGULAR ROUTINE DUTIES: List of things to accomplish in major job function	BAND/ GRADE	% OF TIME DW	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES: What you have to know to accomplish duty of function	PERFORMANCE STANDARDS: How will you know the job is done?
Note: List each major job function prior to listing of routine duties, skills, and performance standards					
<p>1. Assist in development and implementation of Youth Programs including: Youth Enrichment, Intramural Sports, 21st Century, and Youth Horizons</p> <p>1.01 Schedule and reserve all necessary facilities for Youth Programs.</p> <p>1.02 Attend Community Education staff meetings and appropriate workshops</p> <p>1.03 Develop registration, advertising and class promotions</p>		60%		<p>Knowledge:</p> <ol style="list-style-type: none"> 1. School District athletic programs and practices 2. Community Education policies and philosophy 3. Youth Plan knowledge and creativity 4. Expectations of general public 5. Software used to develop flyers and advertising 	<p>1.01 Facilities were scheduled in a timely manner</p> <p>1.02 Meetings and workshops were attended as requested</p> <p>1.03 Registration was completed in a timely manner</p> <p>1.04 Data was accurate</p> <p>1.05 Inventory is available and purchases and repairs documented</p> <p>1.06 Records of scholarships, deposits, money receipts, refunds, credit amounts and all youth program expenses were accurate.</p> <p>1.07 Accounts and bills were paid on</p>

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<p>1.04 Monitor and advise Youth Programs Facilitator on all emergencies, program participation, staff and budget data.</p> <p>1.05 Inventory and plan for purchases of necessary equipment, repairs and supplies</p> <p>1.06 Keep accurate records of youth program revenue and expenditures</p> <p>1.07 Compile requisitions and accounts payable</p> <p>1.08 Collaborate with school principals and secretaries with scheduling</p> <p>1.09 Coordinate and manage youth photo program</p> <p>1.10 Supervise on-site youth programs and train staff</p> <p>1.11 Schedule and organize tutoring, youth activities and games</p> <p>1.12 Develop and write Public Service Announcements, advertising to promote youth sports, tutoring and other enrichment programs</p> <p>1.13 Assist Youth Programs Facilitator in monitoring the 21st Century collaborative sites</p> <p>1.14 Plan and integrate field trips for Youth Horizons and 21st Century programs. Make travel arrangements, schedule transportation, trip agendas and over night accommodations</p>				<p>Skills:</p> <ol style="list-style-type: none"> 1. Organization 2. Creativity 3. Record keeping 4. Write and speak clearly 5. Budget skills 6. Research skills 7. Human relations skills <p>Ability:</p> <ol style="list-style-type: none"> 1. Maintain interpersonal relationships 2. Facilitate and organize small groups with communication skills. 3. Ability to convey information in a sensitive manner 4. Compile and analyze information 	<p>time. Purchase orders and accounts payable records are on file</p> <p>1.08 Schedules and facility requests are agreed upon</p> <p>1.09 Pictures were delivered before program end date for participant satisfaction</p> <p>1.10 Youth Programs Facilitator was kept abreast concerns from coaches and sports programs</p> <p>1.11 Activities were organized and functioned efficiently</p> <p>1.12 Announcements on radio, television and in newspapers are accurate</p> <p>1.13 Staff was organized and on site</p> <p>1.14 Field trips were organized and on schedule</p> <p>1.15 Grant applications and reports were submitted in a timely manner</p> <p>2.01 Coaches and teachers were hired as needed.</p> <p>2.02 Training was completed and records maintained</p> <p>2.03 Program evaluations are on file</p>

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3.03 Develop rosters for classes, coaches, and games 3.04 Assist the YPF in the implementation of program guidelines 3.05 Inventory and distribute sports equipment to coaches and sites 3.06 Resolve and document issues that arise pertaining to facilitators, coaches, students and parents 3.07 Coordinate communication to and from parents/guardians in regards to program information and questions 3.08 Monitor weather conditions on program days 3.09 Design, order, and deliver youth program equipment and apparel 3.10 Provide appropriate materials to after school tutoring programs 3.11 Plan, organize and implement youth seminars, workshops, and meetings 3.12 Substitute for absent coaches 4. Other duties as assigned by supervisor					