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December 3, 2020

## PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following PART-TIME position:

### PROMISE AFTERSCHOOL SPECIALIST

#### POSITION SUMMARY

Afterschool Specialists work directly with youth from diverse backgrounds, to provide a safe, responsible, well-supervised afterschool program while acting as a positive adult role model, coach, and mentor.

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#### ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Deliver developmentally appropriate activities (academics and enrichment) which address grant objectives and goals for youth participating in the program
  - Select, become familiar with, and implement prepared hands-on and project-based lesson plans in the areas of common core, character development, STEAM, fitness, and recreation
  - Deliver 1-2 prevention specific lesson a week (2<sup>nd</sup> Step, PAAL, Positive Action, Mind-Up, College and Career Readiness, etc.)
  - Lead and supervise groups of youth and address behavior issues when they arise
2. Assist Program Manager in reporting requirements
  - Collect accurate attendance and activity participation of youth
  - Communicate successes, challenges regarding youth to direct supervisors
  - Conduct pre- and post- surveys according to grant requirements
3. Additional responsibilities
  - Arrive on time for scheduled shifts and all required staff meetings and trainings
  - Serve snacks and dinner, as well as oversee meal times (may need Food Handler's Permit)
  - Maintain daily cleanliness of all program areas (office, classrooms, gym, kitchen, etc ...)
  - Work at city-sponsored events, and will be assigned shifts at events such as Freedom Festival, Breakfast with Santa, Easter Egg Hunt, Spooktacular, Chess Tournament, etc.

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#### MINIMUM QUALIFICATIONS

##### EDUCATION, EXPERIENCE AND CERTIFICATIONS

- High School Diploma or GED required, or any equivalent combination of related education and experience.
- Experience working with youth, afterschool, or recreation environment preferred
- People of diverse backgrounds strongly encouraged to apply

#### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

1. Knowledge of operation and techniques used in an afterschool program setting.
2. First Aid and CPR certification; skill in word processing, spreadsheets, office machine usage and the operation of computers.

3. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, and the general public.

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#### PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

WAGE RANGE: \$12.00 - \$14.00 per hour, (GRANT FUNDED) - Typically hire at minimum

HOURS: Approximately 18 hours per week, Monday-Friday

CLOSING DATE: Open Until Filled

#### MUST COMPLETE CITY APPLICATION

Resumes submitted without an application will not be considered.

Applications are available on our website at [www.sslc.com](http://www.sslc.com).

CITY OF SOUTH SALT LAKE  
220 EAST MORRIS AVENUE (2430 South)  
2nd FLOOR

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN  
EQUAL OPPORTUNITY EMPLOYER  
THIS ORGANIZATION USES E-VERIFY