



Human Resources  
220 East Morris Avenue #200  
South Salt Lake City, UT 84115-3200  
Phone (801) 483-6028 Fax (801) 412-3276

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## PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following **part time, non-benefited** position:

### PROMISE AFTERSCHOOL SPECIALIST

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#### 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

- Deliver developmentally appropriate activities (academics and enrichment) which address grant objectives and goals for youth participating in the program
    - Become familiar with, select prepared, write new, and implement hands-on and project-based lesson plans in the areas of common core, character development, STEAM, fitness, and recreation
    - Deliver 1-2 evidence-based, prevention specific, lesson a week
    - Lead and supervise groups of youth and address behavior issues when they arise
  - Assist Assistant Coordinator 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
  - Additional responsibilities
    - Arrive on time for scheduled shifts and all required staff meetings, trainings, and events
    - 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, typically held 1-2 times per month on a Friday evening or Saturday morning
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#### MINIMUM QUALIFICATIONS

##### EDUCATION, EXPERIENCE AND CERTIFICATIONS

- High School Diploma or GED, or any equivalent combination of related education and experience preferred
- 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. Willingness to be trained in First Aid and CPR
3. Skill in word processing, spreadsheets, office machine usage and the operation of computers.

4. 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.
5. Ability and willingness to become fully licensed through the Office of Child Care Licensing (on the job training)

#### **EQUITY STATEMENT**

The City of South Salt Lake is an Equal Opportunity Employer. We prioritize efforts to advance inclusion, diversity, equity, and accessibility (IDEA) initiatives across all aspects of our work while removing barriers to access and opportunities.

Commitment to IDEA initiatives reflects the City's aim to be a place where all people find themselves represented, welcomed, engaged, and heard. All qualified individuals are encouraged to apply, including those from underrepresented groups, such as minorities, women, persons with disabilities and protected veterans. With these values at the forefront of our minds, we encourage the organizations we partner with to do the same. We recognize this work as a journey that is never complete.

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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.

***Promise SSL Department applicants are encouraged to email our Business Manager at [vsmith@sslc.gov](mailto:vsmith@sslc.gov) if you have submitted an application but do not hear back within 5 business days following application submission for 'Open Until Filled' positions and/or 5 business days following the listed 'Closing Date'.***

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**WAGE: \$18.00 per hour if fully licensed through CCL  
or \$17.00/hr without full licensing for minors as available / GF  
HOURS: Approximately 18-20 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.gov](http://www.sslc.gov).**

**-or-**

**CITY OF SOUTH SALT LAKE  
220 EAST MORRIS AVENUE 2nd FLOOR  
FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN**

**EQUAL OPPORTUNITY EMPLOYER | THIS ORGANIZATION USES E-VERIFY**