



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

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following 32 hour **full time, partially benefited** position:

PROMISE SSL ASSISTANT COORDINATOR

POSITION SUMMARY

Under the direction of the Promise South Salt Lake (PSSL) Coordinator, this position works directly with staff and youth to provide a safe, responsible, well-supervised afterschool program. Assistant Coordinators provide positive leadership and establish a structured program in order to give program participants the stability and nurturing environment they need for growth and success.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Assist the Center Coordinator in managing the entire operation of the program site.
 - Ensure all aspects of programming are meeting expectations per the program quality monitoring tools.
 - Ensure the safety and order of youth and staff.
 - Create spaces that are safe and affirming/welcoming for all people, including Black, Indigenous, and People of Color, LGBTQ+ individuals, people from immigrant and refugee backgrounds, People with Disabilities, and people with other marginalized identities.
 - Assist with youth registration, caregiver communication, and managing the program waitlist.
 - Create and implement strategies to recruit and retain youth in programming.
 - Facilitate check in and check out of program participants.
 - Fill in for the Center Coordinator in their absence as needed.
- Plan and implement high-quality academic and enrichment programming within PSSL youth programs.
 - Lead and supervise small and large groups of youth and address behavior issues when they arise, using appropriate behavior management techniques and problem-solving skills
 - Address academic and social/emotional needs in programs using appropriate teaching strategies, problem solving skills, and understanding of youth development.
 - Assist in the implementation of individualized academic and behavior support plans, collaborating with PSSL staff, youth, families, and school staff.
 - Support in budget management, mindful and timely spending of grant funds, and shopping.
 - Utilize trauma informed practices in all areas of work
- Assist in the supervision of Afterschool Group Leaders /Specialists, volunteers, and partners.

- Provide structure and positive leadership for the staff team.
 - Support Afterschool Group Leaders and Afterschool Specialists in delivering developmentally appropriate activities which address grant objectives and goals.
 - Pre-designate volunteer assignments, check in with volunteers regularly, and maintain volunteer sign-in log to provide meaningful volunteer experiences.
 - Assist in data collection and grant reporting.
 - Ensure grant requirements are met.
 - Collect required data (attendance, activity reports, surveys, etc.) and ensure daily reporting requirements are met through PSSSL data entry system
 - Complete applicable grant reports, including data and narrative sections.
 - Use data to guide program structure and youth support.
 - Establish professional relationships with partner organizations.
 - Work closely with youth, PSSSL staff, families, and schools to ensure adequate resources are provided.
 - Create new partnerships to enhance programming.
 - Develop relationships with various partners including school staff, City departments, and funders, and collaborate on programs and activities such as Parent Teacher Conferences, parent engagement activities, and city/community events.
 - Coordinate with the Family and Community Engagement team to conduct home visits and other outreach to the community.
 - Help plan, coordinate, and implement quarterly family nights
 - Support and supervise City events as assigned.
 - Participate in Promise SSL Councils and Committees.
 - Other duties as assigned.
-

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE, AND CERTIFICATIONS

- High School Diploma or GED required; Bachelor's degree or higher in related field preferred, or any equivalent combination of related experience
- Experience working with youth, afterschool, or recreation environment preferred
- People of diverse backgrounds strongly encouraged to apply

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

1. Experience working with youth in individual and group settings.
2. Proven track record of working with youth from underrepresented or under-resourced populations.
3. Evidence of commitment to the mission of Promise South Salt Lake including youth leadership, youth development, social justice action, equity, and inclusion.
4. Excellent organizational skills.
5. Ability to self-start, learn new skills, and work independently.

6. Ability to communicate effectively, verbally and in writing.
7. Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, and the general public.
8. Skills in professional office settings, including knowledge of common computer software including the Microsoft Office and Google suites.
9. Willingness to be trained in First Aid and CPR
10. 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.

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.

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 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'.

WAGE: \$18.50 per hour, (GRANT FUNDED)
HOURS: 32 hours per week, Monday-Friday ; Partial Benefits
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.

-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**