

YMCA of the Central Bay Area
Job Description

JOB TITLE: **Y-SCHOLARS PROGRAM ASSISTANT**

EXEMPT:	NO	JOB CODE:	GRADE III
DEPARTMENT:	Y-SCHOLARS PROGRAM	LOCATION:	TEEN CENTER
EMPLOYEE:		DATE:	NOVEMBER 2014
REPORTS TO:	ASSOCIATE ACADEMIC PROGRAM MANAGER		
PREPARED BY:	ASSOCIATION OFFICE		

GENERAL FUNCTION:

The Y-Scholars Program Assistant is responsible for recording program data and maintaining program files. In addition, the Assistant will be responsible assisting with events, student case management, and any other programmatic needs.

The Y-Scholars Program Assistant must possess organizational and leadership skills. He/she must have an understanding of at-risk youth and the education issues associated with the population. Experience working with at-risk youth in the education setting is essential in carrying out the mission of the program. The Program Assistant must also understand the Y-Scholars Program vision and deliver program messages. Experience with clerical work will be needed in maintaining program data and records.

This position is concerned with the delivery and coordination of services in the community, as well as fostering an educational environment where youth that have displayed education related concerns can thrive.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Regular attendance and punctuality. The YMCA of the Central Bay Area reserves the right to add or delete essential job functions.

1. Training: Participate in any relevant training. Participate in staff development sessions on mentoring, tutoring, event planning, and case management.
2. Group Assessment/Meetings: Observe groups to share feedback and experiences with other staff.
3. Team Member Support/Evaluation: Support Program Counselors by sitting in on advising sessions or family meetings. Offer feedback and evaluation to address any issues observed.
4. Data Management: Track program and academic progress all Y-Scholars; maintain and update records of grades, attendance, participation time in the Y-Scholars Database and Online Attendance profiles; connect with parents through meetings, phone calls or emails; communicate with teachers and counselors; make referrals to resources within the Y-Scholars Program or the Berkeley community.
5. Student Engagement: Build students' program engagement by raising their awareness of program participation and program offerings. Get students involved with program opportunities and encourage student contribution.
6. Student Assessment/Family Meetings: Assist staff in evaluating students on their performances.
7. Program Support and Participation: Plan, participate, and assist in program events as assigned. Take lead on any program events, assignments, and projects.
8. Reporting: Communicate student concerns and issues to staff
9. Other duties as assigned by supervisor.

SUPERVISORY RESPONSIBILITIES:

The Program Assistant will supervise teens in the participation and completion of the requirements for the Y-Scholars Program.

KNOW HOW:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Candidate must possess a high school diploma or GED. Candidate must display working knowledge of educational case management and the needs of at risk youth. Experience working with diverse populations is a must. Excellent interpersonal capacity is necessary. Candidates must pass DOJ background check.

LANGUAGE SKILLS:

Ability to read, analyze and interpret documents. Ability to respond effectively to the most sensitive inquiries or complaints. Intermediate Spanish strongly preferred.

MATHEMATICAL SKILLS:

Basic mathematic ability and ability to report on program numbers.

REASONING ABILITY:

The staff person must have the ability to relate to diverse populations and respond to sensitive and complex multicultural needs. Case management practices and social welfare theory are of key importance. As the Teen Center thrives to promote overall wellness, youth development must be understood as a holistic pursuit. Staff must be able to meet the varied concerns of youth participants.

OTHER SKILLS and ABILITIES:

Staff must be able to travel between all program sites as necessary.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Program staff will work in a shared-office environment. The noise level in the work environment is usually moderate.

I have read and understand the responsibilities listed above. By my signature below, I verify that I have the qualifications for the job and am able to perform these functions.

Employee's Signature

Date

Supervisor's Signature

Date