



Example of Child & Youth Program Assistant Job Description

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Our innovative and growing company is looking to fill the role of child & youth program assistant. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for child & youth program assistant

- Assist the Child and Youth Services Program Assistant Lead in planning and implementation of daily and weekly program activities
- Supervises children and youth during daily scheduled indoor and outdoor activities, on field trips, outings and special events
- Completes designated training requirements and records and tracks completed training on own Individual Development Plan (IDP)
- Establishes a program environment that sustains participant interest and promotes positive interactions and development
- Responsible for maintaining control of and accounting for the whereabouts and safety of the children and youth in care
- Uses designated evaluation materials to ensure assigned area is in compliance with Army baseline standards and metrics
- Participates in and conducts conferences with parents and families regarding the development of the child/youth
- Prepares, arranges and maintains indoor and outdoor activity areas and materials to accommodate daily schedule
- Inventories equipment on a recurring basis and recommends replenishing damaged, missing, and depleted supplies
- Observes program participants for signs that may indicate illness, abuse, or neglect and reports as directed

Qualifications for child & youth program assistant

- Warren, MI
- Social Security Card is required
- Satisfactory completion (no convictions of child abuse, molestation, neglect, or battering)
- Schofield Barracks, HI
- Maintains control of and accounts for the whereabouts and safety of children and youth