



Example of Child & Youth Program Assistant Job Description

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Our growing company is hiring for a child & youth program assistant. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

Responsibilities for child & youth program assistant

- Assists in planning and coordinating daily activities for participating children
- Completes all required training and demonstrates competence in job requirements
- Assists children and youth with special projects, homework and life skills
- Cares for special needs children and youth as directed by the Program Lead
- Sanitizes equipment and toys, noting and reporting any safety concerns
- Interact professionally with staff members, parents and the Command
- Participates in conferences with parents and staff when appropriate
- Initiates conferences with parents and staff when appropriate
- Instructs team members in specific tasks and job techniques
- Maintains accountability and safety of children and youth

Qualifications for child & youth program assistant

- Other (PCS Orders and marriage license if applicable, DA 3434 or equivalent if applicable, DA 3433, CDA or equivalent if applicable, etc)
- Sponsor PCS Orders to Fort Leavenworth & Marriage Certificate
- Be 18 years of age or older by appointment date
- High school diploma/GED equivalent or higher is required
- Available to work early morning hours and/or later afternoon hours
- Subject to pre-employment physical