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| Bargaining Unit / Group: CSEA 868 |
| Salary Range: 116 |
| Approved: <i>May 25, 2017</i> |
| Revised: July 1, 2023 |

CAMPBELL UNION SCHOOL DISTRICT

YOUTH LEADER

JOB DESCRIPTION:

Under general supervision of the Expanded Learning administrators and Site Manager, Youth Leaders will work in the after school extended learning programs to support safe and enriching recreational programs for elementary and middle school students.

RESPONSIBILITIES:

- Plan and implement recreational activities, STEAM clubs, enrichment activities, and lessons
- Assist students in completing homework
- Supervise groups of students in the after-school setting
- Communicate with parents at pick up and drop off times
- Provide positive leadership and supervision to students and program volunteers
- Attend ongoing trainings
- Build relationships with school staff
- Help prepare afternoon snack options for students
- Take daily attendance
- Clean up and put away all supplies and materials at the end of each day.
- Other related duties as assigned

QUALIFICATIONS:

Education

- Education equivalent to the completion of the 12th grade
 - Completion of 48 semester college units *
 - OR
 - Basic Skills test certification
 - OR
 - Willingness to take (and pass) the test provided by the district
- *Required for ASES funded programs

Experience

- Experience working or volunteering with youth

Knowledge and Abilities

- Strong leadership skills in planning and implementing activities
- Ability to take charge of large groups of students
- Strong communication skills, both oral and written
- Ability to work collaborative within a team setting
- Bilingual Preferred

REPORTS TO:

Campbell Care Site Manager and Director - CUSD Expanded Learning

TERMS OF EMPLOYMENT:

Part time, School Year

Salary to be according to the current CSEA salary schedule.

PHYSICAL DEMANDS:

While performing the essential functions and responsibilities of this job, the employee is regularly required to stand, walk, sit, and reach with hands and arms and speak effectively. The employee must regularly lift and/or move up to 40 pounds and occasionally lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.