

OFSN YOUTH ACTIVITY LEADER

JOB TITLE	Youth Activity Leader
REPORTS TO (title)	Regional Manager -
County and/or Activity	

1. PRIMARY PURPOSE

Youth Activity Leaders (YAL's) work with child with emotional, behavioral, mental health, developmental or other health challenges. The Youth Activity Leaders role is to engage with children while parents attend support groups, family fun activities, respite programs, boards and committees, advocacy activities and other family centered programs. The Youth Activity Leader uses personal and professional training and experience to provide a positive, engaging and socially expected environment for children who experience behavioral health challenges and their peers.

2. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Positively engages with children to provide support and advocate for their needs.
- Provides a positive perspective, model effective communication and demonstrates a positive advocacy role.
- Communicates effectively with family members, staff, peer partners and others in order to develop respect and trust, facilitate collaboration, and maintain a safe environment for children.
- Facilitates hands on activities for children and youth during family support groups, respite programs and family fun events.
- Provides effective leadership and advocacy for other assigned activity based family programs.
- Assists with and attend special events.
- Provide parents/caregivers with information about the organization and services to families and children.
- Attends monthly meetings
- Show up on time and complete shift.

3. OTHER DUTIES AND RESPONSIBILITIES

- Assist with organizational mailings, clerical functions and food handling as needed.
- Participates in required OFSN trainings as assigned by Regional Manager.
- Checks OFSN email communication.

4. QUALIFICATIONS

- Must be at least 16years old. (*signed permission from parents required*)
- Effective communication in various environments.
- Ability to work independently and part of a team.
- Ability to problem solve effectively under a range of stressful situations.
- Ability to work with diverse cultural, religious, racial, educational, socio-economic and alternative cultural backgrounds.
- Experience using and working with confidential data.
- Have reliable transportation.
- Must be able to lift 20 pounds.
- Must pass a criminal and abuse background check.

B. Identify any specialized equipment used in this job

Personal Computer (including word processing, database and spreadsheet software), calculator, and office copier. Various craft supplies and electronic equipment.

5. PHYSICAL DEMAND

A. The physical effort typically applied in this job includes (check all applicable boxes):

- | | | | |
|--|----------------------------------|--|--|
| <input checked="" type="checkbox"/> Lifting | <input type="checkbox"/> Pulling | <input checked="" type="checkbox"/> Reaching | <input type="checkbox"/> Manipulating |
| <input checked="" type="checkbox"/> Carrying | <input type="checkbox"/> Pushing | <input type="checkbox"/> Shoveling | <input type="checkbox"/> Keying/typing |
| <input type="checkbox"/> Other (specify) | | | |

6. MENTAL OR VISUAL DEMAND - Check the statement below that best describes the degree of mental and/or visual fatigue typically sustained through the application of mind and eyes in performing the job (please edit statement as needed to fit job):

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Continuous mental and/or visual attention; the work is diversified requiring constant alertness to monitor the safety environment for children. |
|-------------------------------------|---|

7. WORKING CONDITIONS - Use the following to indicate the presence, relative amount of, and continuity of exposure to disagreeable elements typically found in the physical work surroundings.

A. Identify the kinds of disagreeable elements incumbent would typically be exposed to in the work area (check all applicable boxes):

- | | | | |
|--|---|------------------------------------|--------------------------------|
| <input type="checkbox"/> Dust | <input type="checkbox"/> Dirt | <input type="checkbox"/> Heat | <input type="checkbox"/> Cold |
| <input type="checkbox"/> Fumes | <input checked="" type="checkbox"/> Noise | <input type="checkbox"/> Vibration | <input type="checkbox"/> Water |
| <input type="checkbox"/> Other (specify) | | | |

B. Check the statement below that best describes the physical surroundings or conditions under which the job is typically performed and the extent of exposure to the disagreeable elements noted above (please edit statement as needed to fit this particular job):

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Work is typically performed under reasonably good working conditions; while exposure to any or all of the above elements may occur, such exposure is generally not present to the extent of being disagreeable. |
|-------------------------------------|---|

8. ATTENDANCE

Work schedules vary based on need. Evenings are usual with some day and weekend work needed. Work schedules may change without much notice.

9. SIGNATURES & DATES

Employee: _____ Date: _____

Supervisor: _____ Date: _____

OFSN is an Equal Opportunity employer Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance