



Salt Lake County Job Description

After School Program Assistant

DEPARTMENT: Human Services

DIVISION: Youth Services/2100

JOB CODE: 820 **GRADE:** 011

FLSA STATUS: Non-Exempt

SAFETY SENSITIVE: Yes

EFFECTIVE DATE: 03/07/2016

JOB SUMMARY

Assists the After School Program Manager with administrative and day-to-day operational support relating to the Afterschool Programs.

MINIMUM QUALIFICATIONS

Two (2) years of experience in a field closely related to these duties; or an equivalent combination of related education and experience.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the incumbent(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Assists with staff recruitment plan and onboarding process.
- Works with a multi-disciplinary team and various community partners.
- Assists with reports, budgets and data collection as needed.
- Assist with site visits and program consultations.
- Attends and contributes to team meetings; makes recommendations to the Program Manager regarding process improvements, document revisions, policy updates, etc.
- Assists in ensuring that documents and forms are complete, accurate, processed and routed to correct agencies or division staff.
- Assists in the development and delivery of orientation, training, workshops, and materials.
- Assists with monitoring of program sites to ensure compliance with policies and procedures, provisions, and prohibited activities.
- Works in conjunction with program staff to help achieve the overall success and quality results of the program.

KNOWLEDGE, SKILLS AND ABILITIES (KSA)

Knowledge of:

- After School Program goals and objectives
- Youth Services policies and procedures

- School and community partnerships
- Hiring and onboarding process
- Computer business application software including Word, Excel, Outlook, Publisher, and other programs

Skills and Abilities to:

- Effectively work with a multi-disciplinary team and community partners
- Communicate effectively, both verbally and in writing
- Plan and coordinate program related activities
- Work within guidelines to fulfill grant and program requirements
- Effectively solve problems
- Make sound judgments and decisions
- Coordinate, analyze, compile, compare, and compute data
- Represent the County in a professional manner when promoting outreach events
- Work efficiently under pressure
- Perform, prioritize, and coordinate the completion of multiple tasks
- Understand and follow broad objectives and instructions
- Interpret and implement written policies and procedures
- Be highly accurate and attentive to detail

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work in an office environment 20 hours a week.

IMPORTANT INFORMATION REGARDING THIS POSITION

Must pass a yearly criminal background screening by Bureau of Criminal Investigations

Must possess a valid Utah driver's license

Revised Date/Consultant's Initials: 03/07/2016 KSD