



## Salt Lake County Job Description

### After School Program Assistant

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**DEPARTMENT:** Human Services

**DIVISION:** Youth Services/2100

**JOB CODE:** 820 **GRADE:** 011

**FLSA STATUS:** Non-Exempt

**SALARY PLAN:** GEN

**EFFECTIVE DATE:** 03/07/16

**SAFETY SENSITIVE:** Yes

#### **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.

Due to the nature of this position, the successful applicant must pass a required pre-employment background check and subsequent mandatory background checks in accordance with current County Human Resources policy requirements.

A valid Driver's License issued by the State of Utah is required to operate a vehicle.

#### **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 duties are typically performed in a general office setting 20 hours a week.

## **IMPORTANT INFORMATION REGARDING THIS POSITION**

Revised: 01/16/2017/MB