

FLAGLER COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

SITE ASSISTANT

QUALIFICATIONS:

- (1) Minimal of a High School Diploma or presently in academic good standing High School.
- (2) Be at least sixteen (16) years old.
- (3) Experience in the management of groups of youth ages 12-18
- (4) Resident of Flagler County preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Youth development. Knowledge of Basic First Aid. Skill to lead youth in mental and physical activities. Skill to work in a team environment. Skill to follow directions. Positive interpersonal skills.

REPORTS TO:

Youth Services Site Manager

JOB GOAL

To providing supervision, leadership and direction for positive recreational activities for Flagler County Youth.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Assist the Youth Services Site Manager in planning and providing recreational activities for Flagler County Youth.
- * (2) Initiate and implement planned activities which promote the healthy emotional, social, intellectual and physical development of youth.
- * (3) Supervise children's activities to insure the wellbeing and safety of every participant.
- (4) Keep Youth Center neat and organized and take responsibility for the upkeep of equipment and materials.
- (5) Maintain appropriate participant records and utilization of facilities.
- (6) Supervise and assist in planning special events.
- (7) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

SITE ASSISTANT (Continued)

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 3

Salary: Hourly, Minimum Wage

Approved: 10/19/2021