



SKOKIE - MORTON GROVE SCHOOL DISTRICT 69

5050 MADISON STREET • SKOKIE, IL 60077 • (847)-675-7666 • FAX (847) 675 -7675 • WWW.SD69.ORG

Youth Worker's Assistant Summer Exploration 2023

Job Summary

The Summer Program Youth Worker Assist will assist the Youth Worker in leading a group of approximately 15 elementary (Grades 3-5) or middle school (Grades 6-8) students in daily interest-based enrichment programs and community-building. The camp-like programming includes art, sports & recreation, cooking and other interest-based activities that complement the STEM and literacy focus of the summer academic program taught by teachers. The Youth Worker Assistant will build positive relationships with students that support their success and well-being

Organizational Relationships

The Summer Program Youth Worker Assistant takes direction from the Youth Worker and reports to the Out-of-School Time & Community Engagement Director.

Qualifications

- Must be a rising Junior or Senior in high school by the end of the current 2022-23 school year, aged 16 or older, or a current high school graduate.
- Ability to work with a diverse group of team members and youth
- Ability to understand and carry out oral and written directions
- Ability to visually supervise students, assess situations for safety concerns
- Ability to perform assigned duties and tasks under the direction of others
- Ability to maintain effective public, student and co-worker relationships
- Ability to physically move about the school building and playground
- Ability to participate in and apply district-approved behavior management procedures
- Ability to speak, write, read and understand English

Performance Responsibilities

1. Assist with the supervision of youth during program hours, cultivating a safe, structured and restorative space for all students and staff.
2. Assist in all activities, maintain a positive, inclusive approach with assigned participants.
3. Assist with setting up needed materials and supplies including preparing the camplike environment while adhering to safety and cleanliness standards.
4. Account for all equipment issued in your care, report lost, stolen, or damaged equipment to the supervisor.

5. Maintain timely and accurate records including youth attendance and personnel time sheets.
6. Attend and chaperone field trips.
7. Other duties as assigned by Out-of-School Time & Community Engagement Director or designee

Terms of Employment

This is a temporary and seasonal position consisting of 5 weeks of employment plus 3 days of mandatory training as outlined below and paid an hourly rate of \$15.00. Returning staff will receive an additional \$.50 per hour.

Work hours are 8:00 a.m. - 4:00 p.m., including a 30 minute unpaid lunch (7.5 paid hours per day). Total compensation for the full program is \$3,037.50 (202.5 total hours).

Session	Dates
Mandatory Training	June 14, 15, 16
Session 1	June 20, 21, 22, 23
Session 2	June 26, 27, 28, 29, 30
Session 3	July 10, 11, 12, 13, 14
Session 4	July 24, 25, 26, 27, 28
Session 5	August 7, 8, 9, 10, 11

Evaluation

Performance of this job will be evaluated in accordance with Board policy on evaluation of support service personnel.