

LĀNA'I YOUTH CENTER

JOB DESCRIPTION

Title: **Program Aide**
Classification: Part-Time / Casual

Job Description: The Program Aide is responsible for (but not limited to) assisting the Program Specialists with daily planning and implementation of youth programs that are consistent with the Lāna'i Youth Center's youth development strategy and mission.

Duties and Responsibilities:

Program Planning and Implementation

1. Assist Program Specialist in planning and implementing age-appropriate activities for Youth Center members using a framework provided:

Guidance

1. Provide guidance to youth with making positive choices.
2. Encourage the youth to follow the rules and reinforce pro-social behavior.
3. Provide guidance to youth members dealing with unacceptable behaviors, utilizing techniques that help youth members take personal responsibility for their actions and help them develop a positive plan of action for change.

Marketing and Promoting Program

1. Assist Program Specialist with posting daily program schedules.
2. Assist Program Specialist in creating signs, posters, and announcements
3. Assist the Program Specialist with preparing flyers, mailings, etc. to advertise and promote programs.
4. Assist Program Specialist with making presentations to schools, parent groups, and other community organizations to promote the LYC program.

Administrative Support

1. Assist with preparing requisition forms for program supplies and equipment.
2. Participate in youth outreach events.
3. Assist Program Specialist in preparing the supplies for the activity of the day
4. Attend all regularly scheduled staff meetings.

Minimum Qualifications:

Education: High-School Diploma or in-progress.

Required Skills, Knowledge and Abilities

1. Ability and desire to work with youth.
2. Ability to communicate and work effectively with youth of diverse ethnic and socioeconomic backgrounds.
3. Able to work flexible hours and days.
4. Must exhibit ability to organize activities in a professional manner.