

Student Worker (High School or College)
Youth Service Center After-School Program Assistant (Community Schools Grant)
Classified Position - 7788

<u>Salary</u> Seasonal Workers Hourly Wage per Salary Schedule	<u>Days</u> TBD	<u>Reports to:</u> Assigned Supervisor
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SCOPE OF RESPONSIBILITIES

Perform general clerical work and assisting the Youth Service Center Coordinator in development and presentation of after-school programming.

REPRESENTATIVE DUTIES / ESSENTIAL FUNCTIONS

1. Assist in preparation and serving of snacks/meals on program days
2. Facilitate and/or organize activities or games under coordinator supervision
3. Assist students with homework help
4. Assist in cleaning up and taking care of materials
5. Maintain standard safety practices
6. Maintains regular and predictable attendance
7. Adheres to the professional code of ethics
8. Successfully utilizes technology as appropriate in job function
9. Perform related duties as assigned

ABILITY TO:

- Maintain offices and other facilities in a clean, safe and secure condition
- Move and arrange furniture, materials, and/or equipment for special events and activities
- Observe health and safety regulations
- Understand and follow oral and written directions

MINIMUM QUALIFICATIONS

1. College Student--Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law
2. High School Student—16 years of age, passing grades in all courses, good attendance and behavior.
3. College and High School Students—Complete all required trainings for custodians, food service, and student workers as applicable.

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