

LC WORK SCHOLAR POSITION DESCRIPTION

Employment Levels

<i>Entry Level</i>	<i>Intermediate Level</i>	<i>Skilled Level</i>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (circle one)?

Entry Level

Intermediate Level

Skilled Level

Work Scholar job title: Youth Development Professional

Describe the duties of this position.

Under the direction of the Unit Director / Program Director, the program professional will supervise their program area to ensure the safety of all Club members. Provide programs and activities within a specific program area such as Arts & Crafts, Gym, Gamesroom, Education Center and Teen Center. Provide guidance & discipline while building relationships utilizing the Youth Development Strategy.

List the learning opportunities for this position.

We have multiple staff trainings per year, as well as bi-monthly staff meetings. As our Work Scholars grow into their position, they will obtain more responsibilities, such as running specific programs and activities, independently guiding and disciplining kids, and creating and implementing their own ideas into the areas that they're working in.

What qualifications are required for this position?

They need to be a high school graduate and it's preferred to have prior experience working with youth, but not required. There definitely needs to be an interest in working with youth. They also have to pass a background check.

What skills are required for this position?

They need to be self-motivated, have strong interpersonal skills, utilize time-management skills to prioritize tasks and complete deadlines, and work with diverse personalities. They also need to be a leader while also contributing to a team setting, be flexible and adaptable, have the ability to present information regarding the Clubs and programs, and take direction and implement plans and programs as needed.

Adapted with permission from Lewis-Clark Service Corps AmeriCorps and Berea College.