POSITION: Youth Services Assistant

RESPONSIBLE TO: Director of Youth Services

EMPLOYMENT STATUS: Temporary Part Time (20 hours/week)

PRIMARY WORK SITE: ACCAA Administration Building

GENERAL RESPONSIBILITIES: To facilitate the efficient operation of the Youth Services department by performing a variety of administrative and skilled tasks. Assists the Director of Youth Services with programs that further the efficient use of community resources to create positive impact and improve the coordination, integration, accessibility, and effectiveness of services for children and families.

SPECIFIC DUTIES AND RESPONSIBILITIES:

* Provides administrative support and assistance to the Youth Services Department
* Performs clerical and administrative tasks such as preparing and/or drafting documents
* Maintains paperwork, files, and records; implements an efficient system for other staff to access files and records
* Retrieves and gathers data and information as requested from various sources
* Creates databases and performs data entry
* May conduct research (within skills and expertise) to assist with projects and programs
* Responds to and resolves administrative inquiries and questions
* Assists with the implementation and coordination of Youth Services programming
* Assists the Director of Youth Services with communications to students, families, staff, and community
* Assists in maintaining DEC spaces and resources in an organized and orderly fashion
* Perform other duties as assigned by the Director of Youth Services

SKILLS AND QUALIFICATIONS:

* High school diploma or equivalent required; 1 year of clerical/administrative work experience is preferred. Experience in a school setting and/or assisting low-income households preferred
* Ability to function well in a high paced and at times stressful environment
* Proficiency with Microsoft Office Suite with the ability to learn new or updated software
* Excellent written and verbal communication skills
* Excellent interpersonal and customer service skills
* Excellent organizational skills, attention to detail, and ability to prioritize tasks
* Excellent time management skills with proven ability to meet deadlines
* Ability to proofread
* Ability to work independently as well as part of a team
* Ability to identify and solve problems
* Understanding of office equipment and clerical procedures
* Ability to maintain professionalism when interacting with community partners
* Flexible and adaptable in various situations and when interacting with many different personalities
* Confidentiality in all aspects of program operation must be maintained.
* May occasionally be required to work evenings, weekends, and/or holidays.
* Must have available and reliable transportation. Must be able to travel to locations. Valid driver’s license and automobile insurance required. Driving record must meet Agency standards.
* Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment. Must comply with ACCAA Drug Free Workplace policy. Must comply with and meet all requirements of the Ashtabula Area City School District.
* All employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries, and near injuries to their supervisor.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

090925