



City of Newark, California

Class Code: 127
WP Code: youthin1
Established: 6/00
Revised: _____
EEO Code: PP

CLASS SPECIFICATION

YOUTH INSTRUCTOR I

POSITION DESCRIPTION

Nature of Work: Under general supervision, provides the instruction of educational and recreational programs and activities for youth ages 18 months to 18 years old to include, but not limited to: small world, preschool, holiday and special events, cooking and art classes. Performs other work as assigned, which may include special events and assistance with clerical duties.

Class Characteristics: This classification is responsible for planning and instructing activities including, but not limited to: arts and crafts, games, creative and free play, exercise and movement and circle time targeted to youth 18 months to 18 years of age.

Essential Duties: Plans and implements academic and recreation activities for ages 18 months to 18 years of age; prepares lesson plans, participates in field trips, and maintains records as required; corrects deficiencies that constitute immediate threats to children's health and safety; provides proper supervision of the program and its activities; leads children in academic activities, arts, crafts, games and organized play; assists in the set up, inspection, and take down of all equipment at the facility for proper use and safety; enforces safety and health standards and to effectively communicate with parents and/or guardians.

YOUTH INSTRUCTOR I

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of:

Principles and methods used in instructing a broad range of activities for children 18 months to 18 years of age.

Program content for specialized activities for children 18 months to 18 years of age.

Ability or Skill to:

Use initiative and sound independent judgement within established guidelines.

Coordinate several activities involving children 18 months to 18 years of age.

Work effectively in a team environment.

Establish and maintain effective collaborative working relationships with children, parents and co-workers.

Communicate clearly and concisely, both orally and in writing.

Experience and Training: Any combination of experience, training or education equivalent to high school graduation or GED. Previous teaching experience preschool class or comparable group child care program is desirable.

Special Requirements: Must possess a valid California driver's license and have a satisfactory driving record. The employee may work in outside weather and may be exposed to wet and/or humid conditions.

Physical Requirements: Ability to sit, stand, bend, stoop for prolonged periods of time. Ability to speak and hear. This class requires the use of hands and arms to grasp objects, reach, work with children and operate a computer key board. Employees in this class must occasionally lift and /or move up to 40 pounds.

Probationary Period: 6 months

FLSA: Non-exempt