**POSITION DESCRIPTION**

**Oak Support Staff**

G ENERAL DESCRIPTION

Oak Support Staff will work with various prevention department staff and be in the direct supervision of the Youth Programs Specialist. Oak Support Staff will manage the milieu of The Oak Youth Center, develop relationships with youth utilizing the facility, engage youth in activities and planned programming, act as a Support Staff and support youth in developing their interpersonal and life skills. The Oak Youth Center serves all students age 11-17 in Washburn County. It is not uncommon that youth with behavioral, social emotional and substance challenges utilize the facility to improve their social network. Oak Support Staff are encouraged to seek out this position if they are pursuing a career in the HEAL (health, education, administration and literacy) fields or a youth serving profession.

S UPERVISION/DIRECTION RECEIVED

Formal oversight by the Prevention Coordinator, daily supervision with the Youth Programs Specialist and review the programming schedule. The Youth Programs Specialist will support Oak Support Staff in developing planned programming schedules and activities. The Youth Programs Specialist will provide in the moment feedback. Oak Support Staff will work in partnership with the Oak Mentor, who is the acting lead staff person after business hours.

SUPERVISION/DIRECTION EXERCISED

None

T YPICAL DUTIES

Oak Support Staff will shadow, assist with and/or perform some of the following duties as part of their position. The level of independence will be determined by their demonstrated abilities and willingness along with the approval of the Youth Programs Specialist. All duties listed may not occur, dependent on program initiatives.

* Create and maintain a structured and safe environment for youth as they participate in youth center programs and activities.
* Plan and implement scheduled programming.
* Support the Oak Mentor with evening programming and implementation.
* Recognize and adjust communication to meet youth needs. Provide feedback that is clear, specific, timely, and respectful.
* Maintain a prosocial youth center culture by addressing unsafe or disrespectful language and/or behaviors.
* Attend all staff meetings, trainings, and educational classes as required.
* Maintain a clean, orderly and safe environment.
* Understand and follow basic facility policy and norms.

K NOWLEDGE, SKILLS AND ABILITIES

Oak Support Staff will have knowledge of operating a wide variety of computer hardware and software systems, including being able to demonstrate experience and knowledge of MS Office Suite products, windows operating systems, computers and peripheral devices. Oak Support Staff will have skill or willingness to learn the operation of various office equipment and other peripherals. Oak Support Staff will also have a basic understanding and the ability to grow in the following areas:

* Demonstrate the ability to develop rapport and interact appropriately with young people.
* Considerable ability to establish and maintain effective working relationships with youth, other employees, representatives from community resource groups, contract agencies and the general public.
* Maintain a positive, optimistic, upbeat demeanor.
* Experience in working with youth in group settings and individually.
* Ability to communicate effectively orally and in writing.
* Considerable ability to make appropriate decisions independently and with guidance from Support Staffs/supervisors.
* Willingness to learn availability of community resources for the target groups.
* Ability to self-analyze areas of strengths and weaknesses and the determination to work on both.
* Be able to identify and set clear boundaries and ethical practice.

**REQUIRED QUALIFICATIONS**

High School diploma or equivalent. Previous experience with youth preferred. Can demonstrate

basic knowledge of youth management and current issues facing youth in the community.

P HYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of an average day employed as an Oak Support Staff at The Oak Youth Center. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an open milieu that is representative of a small community center. Work is largely low impact- sitting and standing with limited physical activity. Hand-eye coordination is necessary to operate instruments, equipment, computers, and various other pieces of office equipment.

T OOLS AND EQUIPMENT USED

Oak Support Staff will have access to onsite technology, including Microsoft Office software, photocopiers, calculators, telephones and voicemail.