



## ENCHANTED EDUCATION

### Youth Leader Job Description

---

**Title:** Youth Leader  
**Pay Rate:** \$20.00 hour  
**Reports To:** Site Lead  
**Status:** Part-Time  
**Hours:** Approximately 15-20 hours per week, Monday - Friday,  
scheduled between the hours of 12:30pm and 6:00pm.  
**City:** San Bernardino

#### **JOB SUMMARY:**

Youth Leaders are responsible for working with an assigned group of students, adhering to a student-to-staff ratio that complies with CDE guidelines. They act as positive adult role models, coaches, and mentors. Youth Leaders must have a genuine interest in the growth, development, and provision of a safe and nurturing environment for the students they work with. Establishing authority and connections through leadership, communication, and patience is crucial in providing students with the stability and nurturing atmosphere they need to succeed. Students reaching their potential requires hard work, flexibility, and commitment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide homework assistance, academic enrichment, club activities, and recreational activities, using curriculum and materials provided by the program.
- Create an engaging environment that fosters a sense of belonging that is welcoming to all students.
- Support students in making positive behavior choices.
- Engage youth by following, implementing, and creating lesson and activity plans.
- Prepare activity materials and lesson plans in a timely manner.
- Ensure student safety through active supervision.
- Maintain student safety by ensuring students sign in and reviewing sign-in/sign-out documents for accuracy.
- Identify student needs and communicate to Site Lead, Quality Assurance Coach (QAC).
- Participate in staff development activities.

#### **EDUCATION and REQUIREMENTS:**

- Experience working with young children and the ability to inspire and motivate.
- Must be 18 years of age or older and provide proof of a High School diploma or G.E.D. Required.



- Additionally, 48 college semesters or 60 college quarter units are required and/or by passing an Instructional Aide Test (NCLB/ESSA).
- Ability to speak and write standard English appropriate in a public school setting.
- Previous experience in a customer service, administrative, or child care role preferred.
- Ability to stand for up to 3 hours at a time.
- Physically able to interact with students.
- Bilingual (English/Spanish) preferred.

#### **BACKGROUND CHECK/TESTING/CERTIFICATION:**

- Must pass Live Scan (criminal background check via fingerprinting).
- Provide a clear Tuberculosis test.
- Drug Testing.
- CPR/First Aid Certification.

#### **SUPERVISORY RESPONSIBILITIES:**

- This position requires the supervision of children.
- Keeping accurate attendance sheet records.

#### **TRAVEL:**

- Travel may be required; a valid driver's license and reliable transportation needed.

#### **PHYSICAL DEMANDS:**

The physical demands described here represent those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Standing, walking, and moving quickly.
  - Sitting on the floor and returning to a standing position.
  - Considerable long periods of physical activity.
  - Requires some physical work; kneeling, bending, squatting, lifting, pushing, pulling, or carrying objects or children.
  - Lifting and moving up to 50 pounds.
  - Physical work is a primary part (more than 70%) of the job.
  - Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, and depth perception.
  - Hearing within the normal range is required.
- 
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.



Enchanted Education is an equal opportunity employer and is committed to fostering a diverse and inclusive workplace. We encourage individuals from all backgrounds to apply.

**ADA:**

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description will be reviewed periodically as duties and responsibilities change with business necessity.

**ENCHANTED EDUCATION EMPLOYMENT STATEMENT:**

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. All terms and conditions of Enchanted Education's at-will employment duties and responsibilities are subject to the Enchanted Employee Handbook.

The employee signature below indicates the employee understands the requirements, essential functions, and duties of the position.

Print Name:
-------------

Signature:	Date:
------------	-------