



**RAPPAHANNOCK AREA OFFICE ON YOUTH
POSITION DESCRIPTION**

JOB TITLE: Community Service Program Youth Monitor
JOB CLASSIFICATION: Part-Time Regular/Saturdays
SUPERVISED BY: Fredericksburg Regional Program Director

GENERAL DEFINITION OF WORK

This is a part time position with a commitment of two Saturdays per month throughout the year. Availability to work some week days during summer and school breaks (spring and winter) a plus.

The Community Service Program Monitor primarily engages with youth while supervising the work of up to twelve participants on roadside cleaning projects and other special projects for community partners. Occasional manual labor will be involved while supervising the youth in the program. The Facilitator is responsible for recognizing the needs of participants and ensuring trauma-informed approaches are used when working with all participants.

POSITION SUMMARY & ESSENTIAL FUNCTIONS

- Transport up to 12 youth participants to and from the job site in agency van
- Oversee safety and appropriate behavior of participants
- Ensure that work is performed properly and safely
- Must be able to work a minimum of 2 Saturdays per month
- Must have the desire and dedication to work
- Must be a team player and work well with others
- Must be able to walk for long periods of time
- Must be able to work/walk in inclement weather (cold, heat, rain)
- Must be able to work in high grass areas
- Must be able to lift over 25lbs
- Must be able to follow directions and follow safety precautions
- Must be comfortable providing guidance to a group of youth as they pick up trash and debris from roads with traffic moving at varying speeds
- Must be willing to be trained and implement traffic control methods (e.g., flags traffic)
- Maintain appropriate care, supervision, documentation and discipline of all participants while on job site and during transport;
- Must be willing to set up and take down safety equipment on the road
- Conduct Pre-Assignment duties (vehicle preparation, gather/clean/stow supplies, load van, etc.)
- Perform related work assigned by Program Director and/or Executive Director

A TYPICAL SATURDAY

- 7:30am Report to the local office to prep vans with supplies
- 8:00am Check in participants/roll call/review rules for the day
- 8:15am Depart office using agency vehicle to transport participants to work site
- 8:30am-12:00pm Lead youth in road cleaning activity by walking the assigned road with them as they pick up litter. Facilitator is expected to provide guidance to ensure safety throughout the assignment (as needed.)
- 12:00-12:45pm Lunch break/transportation to and from
- 1:00-2:30pm Complete road clean-up/service project
- 2:30-3:00pm Return to the local office, put away supplies
- 3:00-4:00pm Put away supplies, facilitate group discussions and/or small group activity related to Community Service Learning, and supervise participant pick up

KNOWLEDGE, SKILLS, & ABILITIES

Facilitators must be willing to walk along busy streets while providing guidance and ensuring the safety of participants. Facilitators must also be able to think critically and make judgement calls regarding assignments and weather conditions.

Position requires the ability to communicate meaningfully and persuasively with youth and adults from a variety of backgrounds.

Position requires critical thinking and problem solving skills, flexibility, and attention to detail; ability to constructively and assertively provide direction and criticism to youth; and the exercise tact with youth and families, coworkers, and individuals from area agencies and referral sources.

Position requires a valid VA driver's license, the ability to drive a 7 passenger van, be on your feet for 8 hours at a time, and lift up to 25 pounds. Must be willing and able to attend 20 hours of annual agency provided trainings.

**COVID-19 considerations: COVID screenings for all participants prior to each session. Mask requirements and social distancing during sessions.

EDUCATION & EXPERIENCE:

Bachelor's Degree in Criminal Justice, Social Work, Psychology, or a related human services field from an accredited college or university, an Associate's degree with 2 or more years of experience with at-risk youth, providing direct care services within a community or residential environment, or an equivalent combination of education, training, and experience.

Please email your resume to Sandy@officeonyouth.org or call (540)755-2636 x213 to further discuss this job opportunity