



## **IDENTITY, INC.**

<b>Position Title:</b>	<b>Part-Time Recreation Assistant</b>
<b>Supervisory Responsibilities:</b>	<b>None</b>
<b>Budget Responsibilities:</b>	<b>None</b>
<b>Reports To:</b>	<b>Program Manager</b>
<b>FLSA Classification:</b>	<b>Non-Exempt</b>
<b>Date:</b>	<b>September 15, 2020</b>
<b>Effective Dates:</b>	<b>September 2020-June 2021</b>
<b>Closing Date:</b>	<b>October 30, 2020</b>

### **POSITION SUMMARY:**

Identity is seeking a part-time recreation assistant to help provide coaching and support to Identity's Recreation Program. The recreation assistant will help deliver in-person and virtual programming to cohorts of 20-25 students, and depending on pandemic, may shift to in-person facilitation with social distancing and safety procedures in place. Responsibilities include planning, coordination, and implementation of Identity's after school organized sports programs for high-risk, underserved youth in middle school and high school residing in Montgomery County, Maryland. This position is a contractual position for 30-hours a week through June 30, 2021.

### **PRIMARY RESPONSIBILITIES:**

1. Primarily plans and facilitates after school youth recreation programs; including on weekends as needed.
2. Recruits and retains youth for program and provides case management to students and parents, as needed.
3. Meets regularly with individual youth to provide mentoring, coaching, motivation, advocacy, and support towards positive change. Develop a strong and trusting relationship with youth.
4. Provides crisis intervention and conflict mediation.
5. Maintains organized and updated files on each client, including relevant documentation and signed forms and releases.
6. Implements all appropriate assessment tools, including baseline intake, follow-up, exit intake, and satisfaction surveys.
7. Adheres to all client confidentiality requirements and standards.

### **SECONDARY RESPONSIBILITIES:**

1. Participates in organization's advocacy activities.
2. Supports other staff and programs as needed.
3. Conducts outreach and presentations at various sites, including the Center and schools.
4. Participates in internal and external meetings and trainings.
5. Conducts other duties as assigned.

### **EDUCATION AND EXPERIENCE:**

- High school diploma or GED required. Some college preferred. Additional education and training in social and human services preferred.

- 0-1 year working with youth or community outreach/enrichment program(s). Six months to a year of soccer coaching experience preferred.
- Must be able to pass federal criminal background check and Child Protective Services background check.
- Must complete the following trainings upon hire: Advancing Youth Development, Child Protective Services, HIPAA, CPR/First Aid
- Must be proficient in MS Office, Google Documents and Platforms, and Zoom, and have basic knowledge of Excel.

**SKILLS AND ABILITIES:**

- Bilingual English/Spanish required. Must be fluent in English and Spanish, both speaking and written communication.
- Knowledge of Positive Youth Development (PYD) Model and ability to lead a group of adolescents.
- Builds rapport with others and demonstrates strong customer orientation.
- Can prioritize and organize multiple projects to meet deadlines with effective and efficient use of resources.
- Maintains patience and demonstrates ability to work under pressure and handle emergencies with composure.
- Must be able to work effectively and collaboratively with students, families, and staff from diverse backgrounds, beliefs, and opinions. Can diffuse difficult situations with minimal disruption and garner trust from others.
- Possesses the technical knowledge and abilities to perform job responsibilities while demonstrating a high skill level as well as reliability.
- Practices with a concrete set of ethics and principles.
- Demonstrates sound judgment in handling youth and group situations.
- Thrives in a fast-paced environment with independent and team-based projects.

**WORK ENVIRONMENT:**

- Must have access to WiFi/Internet access to work remotely while necessary during the pandemic.
- Requires travel between sites. Valid driver's license, proof of car insurance, and clean driving record is required.
- May require continuous sitting for prolonged periods, more than two consecutive hours in an 8-hour day interspersed with mobility.
- Keyboard use of greater or equal to 50% of the workday.
- The ability to lift and move up to 10 lbs.
- Requires light physical activity.
- Must be able to work a flexible 30- hour work week including some evenings and weekends.
- Semi-private office or open work area with controlled air temperature, noise and occasional interruptions.