



IDENTITY, INC.

Position Title:	Recreation Assistant, Part Time
Supervisory Responsibilities:	None
Budget Responsibilities:	None
Reports To:	Program Manager
FLSA Classification:	Non-Exempt
Date:	May 25, 2021

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. 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 is a contractual position.

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 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, and CPR/First Aid.

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.
- Proficient in MS Office, Google Documents, Zoom and have basic knowledge of Excel.
- 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 when necessary.
- 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.
- Shared office or open work area with controlled air temperature, noise and occasional interruptions.