

THE SALVATION ARMY
Ray and Joan Kroc Corps Community Center
St. Joseph County, IN
JOB DESCRIPTION



Position: Youth Activities Center Attendant

Reports To: Youth Ministry Coordinator

Classification: Part time/ Hourly

Hours

Varies (Must be able to work weekdays, weekends and holidays as needed, hours of operation may vary.)

Job Summary

The primary function of this position is to supervise both large and small groups of youth ages 11-17 in the Youth Activities Center. Attendants are charged with maintaining the order, safety and cleanliness of the Youth Activities Center facilities. Attendants will follow policies and procedures of the center regarding personal conduct and security and are expected to interact continually with the youth in their care while demonstrating a true interest in the young people. Attendants must have the ability and desire to work with youth, parents, volunteers and peers.

I. Key Responsibilities

- a. Provide great customer service to the community; see that all customers, clients and members are given prompt and courteous service.
- b. Build relationships with youth, aiming towards the evangelism and discipleship of young people.
- c. Follow all Safe from Harm policies and procedures.
- d. Use appropriate positive discipline consistently.
- e. Practice vigilant supervision at all times.
- f. Handle security and crisis situations with calm composure.
- g. Verify membership status through POS system.
- h. Maintain progressive knowledge of all programs and facilities.
- i. Be responsible for maintaining the order and cleanliness of the Youth Activities Center.
- j. Observe all safety rules and regulations.
- k. Will communicate any youth, parent, or staff issues with the Youth Ministries Coordinator or Manager on Duty immediately. Follow up with appropriate documentation as directed.
- l. Complete required trainings.
- m. Attend staff meetings as assigned.
- n. Maintain confidentiality.
- o. Adhere to dress code at all times.
- p. Will interface respectfully with peers, supervisors and customers of various socio-economic backgrounds. Handle disputes with participants, parents, staff and children in a professional manner.
- q. Enforce all rules that pertain to the Youth Activities Center and the facility on a consistent and fair basis.

Anticipated Start Date 10/01/11

- r. Assist in emergencies or treatment of injured participants or staff. Follow up with completion of appropriate paperwork as directed.
- s. Follow and ensure adherence to The Salvation Army Policies and Procedures.
- t. Other duties as assigned.

II. Expectations

- a. Keep current on all Territorial policies, requirements and regulations regarding the key areas of responsibility.
- b. Meet regularly with the Kroc Officer for Youth Development to discuss Youth Activities Center issues, scheduling and the coordination of Youth Activities Center and Kroc Corps events.
- c. Ensure the adherence to all safety and risk management policies and procedures for all specific Youth Activities designated spaces of the facility.
- d. Work in a cooperative manner with the other on-site managers and coordinators of the RJKCCC campus.
- e. Attend all scheduled staff meetings and leadership team meetings when required.
- f. Follow and ensure adherence to The Salvation Army Policies and Procedures.
- g. Perform other assignments/duties as directed.

III. Qualifications

- a. Must be at least 18 years of age.
- b. Have at least one year of successful experience working with youth.
- c. Preferred class-work in childhood development or related field.
- d. Preferred CPR/First Aid/AED certification at time of hire: (or ability to be certified within a reasonable amount of time after hire date).
- e. Must have a positive attitude toward work, helping others and caring for children.
- f. Ability to pass a child safety background clearance.
- g. Bilingual language skills desirable.
- h. Must be able to perform tasks of a repetitive nature without diminished performance.
- i. Must be able to carry up to 40 lbs. for short distance.
- j. Must be in excellent physical and mental health, capable of meeting the demands of the Youth Activities Center facilities.
- k. Must be physically able to give emergency care if a situation arises.
- l. Must be able to bend, squat, twist, and stand as these movements are a regular requirement of this position.
- m. Must be prepared to handle chemicals in a safe and appropriate manner as outlined by OSHA and MSDS standards.

Anticipated Start Date 10/01/11

The Salvation Army Mission Statement

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

The Kroc Center Mission Statements

In keeping with the mission and holistic approach of The Salvation Army, the Ray and Joan Kroc Corps Community Center provides facilities, programs and services that encourage positive life-changing experiences for children and adults which strengthen families, and enrich the lives of seniors.

The Vision of the St. Joseph County Kroc Center is to:

Promote Wellness, Encourage Excellence, Build Character and Inspire Faith

Special Comments

I further understand that The Salvation Army does not participate in unemployment compensation insurance, and I will not accrue unemployment benefits while working for The Salvation Army.

The Salvation Army uses job descriptions to aid in various human resource functions. A job description normally is shared with the employee at the time of hire and a copy signed by the employee should be kept in the personnel file. It will help you and your supervisor to communicate about job responsibilities. However, these descriptions are not fixed organizational policy. They are guidelines and are subject to change. From time to time, you may be requested to perform duties and handle responsibilities that are not a part of your normal job description.

I have read and understand the Position Description as outlined above.

(Signature)

(Date)

(Supervisor)

(Date)