



## **JOB DESCRIPTION—PROGRAM SPECIALIST**

**Classification:** Part Time  
**Department:** Programs  
**Prepared By:** Director of Programs  
**Approved By:** Executive Director

**FLSA Status:** Non-Exempt  
**Reports To:** Site Manager/Director  
**Prepared Date:** August 2017  
**Approved Date:** August 2017

### **SUMMARY OF JOB RESPONSIBILITIES:**

Responsible for planning and implementation of program directives which meet agency and regulatory standards.

- Provide a safe and healthy environment for the children (if applicable Pre-k-1<sup>st</sup>)
- Plan and provide children with developmentally appropriate activities and experiences with a good balance between free choice and planned activities
- Complete and implement plan sheets weekly
- Establish positive interpersonal relationship among all individuals in the program
- Provide constant visual supervision of all children
- Use approved discipline techniques when dealing with a child's inappropriate behavior
- Consider each child in relation to his/her cultural and socioeconomic background, treating each child with dignity and respect
- Record daily attendance and know the number, names and age of children in their assigned group at all times
- Coordinate food service
- Maintain Child and Adult Care Food Program data if applicable
- Assume daily responsibility without constant supervision
- Display sound judgment in all situations
- Exhibit self-control
- Share upkeep of facilities used by the agency
- Observe scheduled work hours by being punctual and prepared
- Maintain confidentiality of parents, children and staff
- Function as a cooperative member of the team
- Attend staff meetings and agency training as required
- Conduct program/ child assessments as required
- Recognize, document and take appropriate action of suspected child abuse and neglect, illness or accident

### **QUALIFICATIONS AND SKILLS:**

- Ability to perform all job requirements satisfactorily and meet the Education/Experience, Personal Skills/Characteristics, Reasoning Ability, Physical Conditions, Work Environment and Environmental Conditions listed below
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position
- Ability to read to children, observe children at play, listen to children's needs, and assist in evacuation of the building during emergencies
- Current CPR and First Aid Certification

### **EDUCATION AND/OR EXPERIENCE:**

- Must be at least 18 years of age
- Associate Degree preferred; High School Diploma or equivalent required
- Other requirements as required by regulatory agencies
- Minimum (3) months experience working with youth or related field

**REASONING ABILITY:**

- Ability to solve practical problems and deal with a variety of situations
- Ability to interpret a variety of instructions furnished in writing and orally
- Ability to respond quickly and appropriately to an emergency or a crisis situation

**PERSONAL SKILLS AND CHARACTERISTICS:**

- High energy level
- Resourceful and well organized
- Strong commitment for doing what is right for young children
- Strong customer service skills

**PHYSICAL CONDITIONS:**

- Requires daily standing, sitting, bending and stooping (sitting will be limited to about 5% of your day)
- Requires normal range of hearing and vision
- Requires the ability to lift 40 pounds

**WORK ENVIRONMENT:**

- Ability to work odd schedules (flexibility is important)

**ENVIRONMENTAL CONDITIONS:**

- Noise level in the work environment is usually moderate
- No or very limited exposure to physical risk
- Exposure to childhood diseases

This position description does not list all the duties of the job. Incumbent may be asked to perform other functions and duties. Incumbent will be evaluated in part based upon performance of the responsibilities in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment. Incumbent or employer may terminate the employment relationship at any time for any reason.

Clayton YES! is committed to providing equal employment, to all qualified applicants and staff regardless of race, race, color, gender, creed, religion, national origin, disability, economic status, sexual orientation, or any other classification protected by applicable federal or state laws. Clayton YES! provides reasonable accommodation to applicants with disabilities, where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. To request a reasonable accommodation in response to a job announcement, contact the Human Resources Department via Email at **HR2@Claytonyes.org** or **(817) 923-9888 [Telecommunications Relay Service (TRS) 711]**.

I, \_\_\_\_\_ have read and understand the above job description and agree to comply with it in its entirety.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_