

## GENERAL STAFF

SALARY: \$13.50

HOURS: Vary

DAYS: Sunday - Saturday

REPORTING TO: Site Supervisor, Program Coordinator, Youth Coordinator, or Program Director/Planner as needed.

TRANSPORTATION: No Car Necessary. Staff area required to get to the work site, and then will be transported from there if necessary.

TRAVEL EXPENSES: None

QUALIFICATIONS: An individual with a special talent or just wants to work with youth programs.  
A self motivated person who can follow directions. A person who is also flexible and dependable.

DUTIES: To do what ever needs to be done, for the program that they have agreed to work for.

RESPONSIBILITIES:

1. To arrive for work in uniform. (Shirt and Fanny Pack)
2. To arrive 15 minutes prior to the start of the program and ready to actively participate.
3. To develop or implement program hired for.
4. To do any paper work required.
5. To make sure all participants have registered for programs.
6. To make sure that neither staff or participant is to be left alone while waiting for a way home.
7. Special Events as required.
8. Interact with parents, children, staff, and other employees in a professional and respectful manner.
9. Oversee covid protocols as determined by the Department, Board of Health and state Health Department.
10. To perform all other duties as needed.