



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## PART-TIME PREVENTION AIDE JOB DESCRIPTION

Job Title: **Prevention Aide**

FLSA Status: Non-Exempt Part-Time

Reports to: Program Development Director

Revision Date: 10/16/19

### POSITION SUMMARY:

Under the direct supervision of the Program Development Director, the Prevention Specialist will create a safe and caring environment for youth in the City of Harrisburg. The position requires an individual who can actively interact with students ranging from Elementary to High School, ensuring that their physical and emotional needs are being met.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### PRINCIPLE ACTIVITIES:

1. Provide on-site supervision of youth during programming hours.
2. Provide crisis intervention and counseling to youth as needed.
3. Act professional and responsible at all times.
4. Prepare Drug & Alcohol lessons provided by Dauphin County.
5. Facilitate weekly group life skills lessons.
6. Excellent classroom management skills.
7. Demonstrate clear understanding of curriculums while facilitating.
8. Facilitate Drug & Alcohol curriculum to students ranging from Elementary to High School.
9. Create attendance log for each class.
10. Report program attendance and progress updates to JPO and/or C&Y.
11. Organize social and educational outings.
12. Host three family night events for program youth and parents annually.
13. Document and input data into PA WITS.
14. Attend trainings per D&A guidelines.
15. Will have to travel to different sites to facilitate.
16. Coordinate weekly community service activities.
17. Other duties as assigned.

### QUALIFICATIONS:

- Excellent organizational skills
- Strong communication and written skills
- Strong leadership skills
- Ability to be a youth role model
- Experience with culturally diverse groups preferred
- An understanding of how to work with "at-risk" youth
- Ability to set personal boundaries
- Computer competence with Microsoft Office applications



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- Valid driver's license required with clean driving and criminal history record.

**SIGNATURE:**

I have reviewed and understand this job description. I agree to fulfill my responsibilities as Child Care Site Director in a positive and cooperative manner. I understand that if I neglect my duties, I may be released from duty.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_