



Carolina Country Club

JOB DESCRIPTION

DEPARTMENT: Youth – 18

FSLA STATUSES: Non-Exempt

JOB TITLE: Youth Program Assistant

SUPERVISES: None

REPORTS TO: Wellness Director, Youth Director

Job Summary:

This position assists the Youth Director with coordinating and implementing progressive children's activities, entertainment and educational programs and events for members' and guests' children throughout the year, while maintaining a high degree of safety and security for the well-being of all youth who participate in these programs. Will provide excellent youth services in a professional, respectful and friendly manner at all times. Will act as a positive role model and is responsible to know, observe and enforce the Club's safety & security policies and guidelines.

Job Functions include:

- Assist and support the Youth Director with all youth activities throughout the year.
- Supervise children's events such as free babysitting, lunch bunch and dance.
- Will interact and be hands on with children ages 2 years old and up.
- Implement scheduled activities to keep children engaged such as crafts, games, etc., with the ability to impromptu activities.
- Assist with organizing special or seasonal events such as Gingerbread Party, Santa Party, School's Out Camps, Easter Party and Harvest Fest.
- Provide platinum quality service to all members addressing them by surname.
- Is aware and stays updated on allergy awareness.
- Setup age appropriate snacks at specified and scheduled times and cleans afterwards.
- Observant all promotional materials are current and replenished.
- Ensures work areas are safe, clean and organized; youth closets are organized and restocked on a regular basis.
- Follows cleaning procedures given by the Youth Director on a weekly basis.
- Interacts with other departments to promote youth programs.
- Acts as a positive role model and promotes team work.
- Performs other appropriate tasks as assigned by the Youth Director such as youth weekly tasks list.
- Works on special projects as assigned.
- Performs miscellaneous office responsibilities if needed.
- Implements team work and attends departmental staff meetings as scheduled.
- Completes required computer based training courses through CLI within the required time frame.
- Uses Member Name Game and participates in contests as a learning tool.
- Is responsible for knowing CCC Employee Policies and working by the CCC Mission Statement.



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Working Conditions, Physical Functions and Abilities:

The physical demands of work environment characteristic described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Equitable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Have a passion and ability to responsibly work with young children with safety and security as the most important dynamic.
- Must be flexible, enthusiastic, patient, friendly and understanding.
- CPR certified, or willing
- Capable of lifting up to twenty (20) pounds.
- Capable of standing and maneuvering independently and safely around work areas with the ability to setup youth rooms with large equipment and furniture.
- Ability to see and hear, or to use prosthetics that will enable these senses to function adequately to assure that job duties can be performed successfully.
- Excellent communication skills, with the ability to read, write, speak and understand English.
- This person must be organized, efficient and detail-oriented. She/he must be able to work independently, taking initiative and prioritizing responsibilities.
- Must have the ability to get along well with others and demonstrate a high level of sensitivity and interest in people and children.

I acknowledge receipt of the above job description for the Youth Program Assistant.

Employee Signature & Date

Print Name