

Organization: **Youth & Family Services (YFS)**

Department: **GI**

Position: **Child Development Assistant (3rd Grade)**

Status: **Full-Time**

Reports to: **Out-of-School-Time Programs/Girls Inc. Director**

Location: **Rapid City, SD**

Work Schedule:

Work Days: **Monday through Friday**

Hours/Week: **40**

Non-smoking work environment. Wage DOEQ. E.O.E.

Benefits: YFS strives to provide its employees with top-quality benefits. YFS employees are offered medical, dental, vision, long-term disability, and life insurance as well as multiple paid holidays, paid vacation and sick leave, 401K and retirement/pension options, and more!

Minimum Qualifications: Must have completed one year of college. Must be enrolled/pursuing a four-year degree in related field. Experience working with children including knowledge about the needs of girls and an ability to be responsive to those needs. Knowledge of computers and database management. Supervisory and organizational skills and experience working with children, ability to address multiple tasks simultaneously, ability to relate to co-workers, parents and general public. Current vehicle liability insurance and a valid driver's license required. May be required to obtain a CDL. Will be required to drive an agency vehicle. Ability to maintain confidentiality.

Essential Functions:

- Implement programming to members.
- Maintain accountability to grants and funding sources. Maintain records as required in the form of attendance and evaluations.
- Follow approved agency policies and procedures regarding members.
- Inform Center Director of all aspects regarding members/clients.
- Attend all staff meetings and trainings as requested by supervisor.
- Maintain professionalism through effective communication, appropriate role modeling, continuing self-improvement and demonstration of a positive attitude.
- Coordinate with Seasonal Child Development Specialists/Assistants, Interns, Volunteers, Work Studies, etc, as directed.

Additional Functions: 1) Plan informal educational activities for children that incorporate a broad-based knowledge in areas of careers and life planning, health/sexuality, leadership and community action, sports and adventure, self-reliance and life skills and culture/heritage. 2) Maintain a working knowledge of the needs of girls and the ability to be responsive to those needs. 3) Work cooperatively with Child Development Specialists and Center Director (TEAMWORK). 4) Ability to multitask and work in a fast-paced environment. 5) Assist in planning, coordinating and implementing staff in-services, family fun nights, and special events. 6) Inform Center Director of all aspects regarding members/clients. 7) Act in accordance with purpose, philosophy, values, goals, policies, and procedures of YFS. 8) Support all program activities and services of YFS. 9) Conduct and monitor effective security measures. 10) Perform additional duties as assigned by supervisor. 11) Assist in securing the non-federal match as required.

Environmental Functions: Perform duties in a controlled office environment and in informal settings with various size groups of children. Will be required to drive occasionally. Ability to lift up to 50 lbs

How to Apply: For consideration, an application for employment must be submitted to the YFS Human Resource Department. Application may be downloaded at: <http://www.youthandfamilyservices.org/careers/>. Please note that resume only will not be accepted.

How to Submit Application:

By email: yfshr@youthandfamilyservices.org

In person or by mail: Youth & Family Services, 1920 N. Plaza Blvd., Rapid City, SD 57702

Other location: One Stop Career Center

Any questions? Call our HR Team at 605-342-4195!