



## YOUTH CENTER AIDE

### *Position Description*

<b>Department:</b>	Youth Center Aide
<b>Probationary Period:</b>	6 months
<b>Pay Rate:</b>	\$15.00/hr
<b>Hours/Week:</b>	20-25 hours
<b>Type of Position:</b>	Part-time

<b>Reports to (title):</b>	Youth Center Director/Asst. Director
<b>Supervises:</b>	N/A
<b>Classification:</b>	Non-Exempt
<b>Effective Date:</b>	March 26, 2015
<b>Revised Date:</b>	June 11, 2025

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

### POSITION PURPOSE

The purpose of this position is to ensure patrons can enjoy the Youth Center in a safe, professional and courteous environment.

### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Coordinates and schedules rental use for the Youth Center Facility to include the rooms; Main Ballroom, Gym, and Snack Bar area. And communicates with Supervisor regarding the schedule
- Creates a daily cleaning schedule that ensures the cleanliness of all offices, rooms, bathrooms, and other areas in the facility, to stay in the hours of the work schedule in place
- Reports any maintenance needed to Supervisor
- Prepares facility for use of rentals and provides maintenance after rental use as needed
- Communicates frequently with Supervisor and Janitor regarding all factors about the facility
- Follow schedule provided by Supervisor and submit requests for any needed time off
- Occasional Assistance with Theatre when needed for the facility
- Complies with all relevant rules and regulations at the federal, state, city and department levels
- Other duties as assigned by Supervisor

### MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Must be 18 yrs of age
  - One (1) year working with children/youths in a recreational, after school or other youth related program
- Education:
- High School Diploma or GED

# YOUTH CENTER AIDE

## *Position Description*

Mandatory Knowledge, Skills,  
Abilities and Other  
Qualifications:

- Read, write, speak and comprehend the English language.
- Perform simple mathematics, i.e., add, subtract, multiply, divide, and using whole numbers, fractions, and decimals.
- Ability to work under stressful situations
- Ability to remain patient and calm at all times
- Proficiency in Microsoft Office Suite
- Must be able to work odd hours or overtime on occasion, including nights, weekends and holidays
- Ability to work standard office equipment
- Possess high level of customer service at all times.

### **WORK ENVIRONMENT**

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. The work is conducted inside and outside with exposure to all environmental elements and possible exposure to harsh chemicals.

Physical demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision.

Mental demands:

There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wide variety of people on various and, at times, complicated issues.