

TOWNSHIP OF TOMS RIVER

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DEPARTMENT OF HUMAN RESOURCES
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OPEN TO PUBLIC

TO: To All Departments

FROM: Daniel T. Mahony, Assistant Business Administrator
Division of Human Resources

RE: YOUTH WORKER – Youth Services / Seasonal

This is to advise the Department of Human Services has a seasonal position of Youth Worker available located in the Youth Services Center. The Job Description and Qualifications are as follows:

JOB DESCRIPTION: Seasonal– Youth Worker - Youth Services

NOTE: The definitions and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

QUALIFICATIONS

- Ability to read, write legibly, and speak English sufficiently to perform the duties required by this position.
- Ability to plan, coordinate and oversee group activities, both educational and recreational, for children between the ages of six through twelve years old.
- Ability to work directly with Division Manager and Assistant Manager in the daily operations of program.
- Ability to recognize a child in need, and have the ability to resolve concerns effectively.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Greet all buses on a daily basis during the after school program.
- Participate in monthly calendar planning.
- Check children in accurately and ensure that all children are picked up by designated person.
- Performs other assignments at the discretion of the Division Manager or Assistant Manager on an as needed basis.

- Minimum age requirement for position is 17 year old, due to the need to submit to a background check and to have a valid, permanent driver's license.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible, or if the individual cannot perform the job without posing a serious threat of injury to the health and safety of the individual himself or to the other employees or the public.

EXAMPLES OF WORK

- Assist children with homework daily.
- Check in children when arriving to program.
- Ensure children are picked up by appropriate people.
- Ensure overall safety inside and outside of the building.
- Follow room rotation schedule.
- Communicate with Division Manager on any concerns.
- Help clean up with children's assistance.
- completes monthly after school newsletters
- coordinates arts n crafts
- designs monthly bulletin boards
- coordinates special events
- assist with developing after school and summer trips

Position: Seasonal
Hours: Varies
Salary: \$8.25 per hour
Account Number: H69-103

**Anyone interested should contact the Division of Youth Services for more information at
732-341-1000, Extension 8436**
