

Job Description

Job Title: Fun in the Sun Site Aide/Lunch Bunch Representative

Supervisor: Fun in the Sun Program Coordinator

Location: Carpinteria, Santa Barbara, Goleta, Santa Ynez Valley

Status: Varies, Seasonal, Non-exempt

Hours: June 10th-July 26th, 2019; 20 hours a week

GENERAL SUMMARY:

During summer months from June to August, UWSBC provides Fun in the Sun, a summer learning program at several sites throughout Santa Barbara County. Fun in the Sun program activities are educationally based to help prevent economically challenged and academically at risk students from losing academic skills gained from the school year. The Site Aid will provide support to the site leadership as well as oversee all Lunch Bunch activities.

Qualifications and Requirements

- Bachelors Degree preferred OR related experience in education, experience with youth.
- Experience and ability to work with youth and adults from diverse cultural, racial, and socio-economic backgrounds.
- Bilingual strongly preferred.
- First Aid and CPR training required.
- Background check, child abuse index, and HR documents must be completed before working with children.

Duties and Responsibilities

Quality Programs

- Supports the Site Coordinators and Assistant Site Coordinators in overseeing day-to-day operations of the Fun in the Sun sites.
- Helps to ensure that the program and education goals set forth by FITS partners are met.
- Helps to ensure that staff follows the planned schedule prepared by United Way/FITS partners. Supports Site and Assistant Site Coordinators in coordinating special events, program and Family Fun Nights. Helps to ensure the site is safe, clean and appropriate for children.
- Helps to confirm all staff, CITs, and children follow FITS safety procedures.
- Responsible for maintaining a staff to youth ratio of 1:12 (1:6 near a body of water).
- Supervises participating youth as assigned.
- Helps to create a positive environment that provides for learning a variety of skills.
- Assists the Site Coordinator to oversee the condition of site as a whole, takes preventative measures to avoid damage, and reports damages immediately.
- Helps administer the FITS pre- and post- evaluations in week 1 and 6.
- Organizes Lunch Bunch set-up and check-in.
- Meets and greets volunteers at check-in.
- Ensures volunteers comply with program policies.
- Ensures a positive experience for volunteers and maintains positive relationships with program staff and program participants. Answers volunteer questions in a professional manner.
- Represents the program, agency and participant needs to funders, employers, and the community at large in a positive manner.
- Customer service delivery at the highest most, positive level.
- Other duties as assigned.
- Works with Group Leaders if assistance is required.
- Helps collect weekly timesheets from Group Leaders and check for accuracy.

General

- Is familiar with United Way’s Fun in the Sun policies and procedures.
- Attends ALL staff meetings, trainings and workshops.
- Assists other program staff with special events.
- Responsible for notifying and reporting any problems or concerns of parents and/or children to the Fun in the Sun Project Manager.
- Is a positive role model for children.
- Performs other duties as assigned.

Language Skills

- Strong communication skills. Ability to respond effectively to volunteer both in written and spoken form. Ability to speak conversational to advanced Spanish is a plus.

Computer Skills

- Ability to use word processing, spreadsheet, and database applications. Ability to learn various software programs.

Certificates, Licenses, and Registrations

- Valid Driver’s License and reliable transportation
- Ability to maintain stable performance under pressure or opposition.
- Ability to be flexible in changing daily workload priorities as directed.
- Ability to coordinate and synchronize multiple projects.
- Ability to conduct a significant amount of planning activities for self and others.
- Ability to guide and delegate tasks to others.
- Ability to take initiative and make decisions within company guidelines.

Physical Demands and Work Environment

- The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to talk; hear; sit; and use hands to finger, handle or feel. The employee is frequently required to use one or both hands repetitively; grasp simply and lightly; and grasp with one hand only. The employee is occasionally required to stand; walk; use both hands repetitively; grasp firmly with both hands; push and/or pull; use both hands with fine dexterity; reach overhead with hands and arms; climb or balance; use stairs; stoop, kneel, bend, or crouch; lift and/or move up to 25 pounds; and walk on uneven ground and between buildings. Normal 20/20 vision ability (with corrective lenses, if needed) is required by this position.

Organizational Background

United Way of Santa Barbara County (UWSBC) has the unique and positive vision that "in our community, everyone has a hopeful future." Since 1923, UWSBC has served Santa Barbara County community through funding, volunteer development, and by utilizing its own unique initiatives and partnerships that involve dozens of local non-profit and public sector agencies. UWSBC's local community driven **Power of Partnership™** priorities help children, families & seniors with a focus on Education, Income and Health.

General: This description contains the essential functions necessary to evaluate the position. It is not intended and should not be used as an exhaustive list of all responsibilities, skills or efforts.

Employee

Date

Human Resources Department

Date

Department Manager

Date

CEO

Date

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