



Human Resources
220 East Morris Avenue #200
South Salt Lake City, UT 84115-3200
Phone (801) 483-6028 Fax (801) 412-3276

August 29, 2016

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following **PART-TIME** position:

PROMISE PREVENTION SPECIALIST

POSITION SUMMARY

The Prevention Specialist **must be 18+ years old**, works under the direction of the Promise Program Manager and the Center Coordinator; provides positive leadership and program structure for youth in the program.

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Plans and delivers activities (academic and enrichment) for the students in the program
 - 1.1 Plans hands on and project based learning activities that address grant objectives and goals
 - 1.2 Delivers 1-2 prevention specific lesson a week (TGFD, PAAL, Positive Action, Career readiness)
 - 1.3 Actively engages with youth during programming
 - 1.4 Ensures that youth follow the rules of the Center
 - 1.5 In charge of initial set up of program supplies and ensures all areas are clean and tidy after use
 - 1.6 Ensures cleanliness of the Center
 - 1.7 Serves Kids Café if applicable at your site (need Food Handler's Permit)
 - 1.8 Shops for supplies (follow proper purchase guidelines: Vendors, Purchase Order)
 - 1.9 Provides appropriate support to youth participant if they need a special attention (First-Aid)
2. Assists Program Manager in monthly reporting
 - 2.1 Ensures Attendance and Activity logs are filled out at least weekly
 - 2.2 Participates in monthly anecdotal report
3. Communicates with Center Coordinator any issues, concerns, and feedback regarding youth participants

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Must be 18+ years old
- Graduation from a high school or GED equivalent, or any equivalent combination of related education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of operation and techniques used in a community center program.
2. Skill in First Aid and CPR; skill in word processing, spreadsheets, office machine usage and the operation of computers.
3. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, and the general public.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing 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 frequently required to walk, sit, talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

WAGE RANGE: \$10.00 per hour, approximately 18 hours per week

CLOSING DATE: Open Until Filled

MUST BE 18+ YEARS OLD AND COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.sslc.com Email to HR@sslc.com or fax to
801-412-3276

or apply in person

CITY OF SOUTH SALT LAKE

220 EAST MORRIS AVENUE (2430 South)

2nd FLOOR

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN

EQUAL OPPORTUNITY EMPLOYER

THIS ORGANIZATION USES E-VERIFY