



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

May 14, 2018

PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

TEMPORARY / SEASONAL PROMISE PREVENTION SPECIALIST

Works from May 28 - August 31, 2018

The Promise Summer Prevention Specialist must be 18+ years old and works under the direction of the Promise Center Coordinators and Program Managers. This position provides positive leadership, supervision and program structure for K-12 youth from diverse backgrounds in summer programs. Prevention Specialists are expected to adhere to the Promise Code of Ethics, South Salt Lake City Code of Conduct, and the Department of Workforce Services Code of Conduct, as well as all policies and procedures set forth in the Promise Employee Manual (dress code, confidentiality, work etiquette, etc.)

ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Programming
 - 1.1 Using planning guidelines, submits lesson plans to deliver hands-on, project-based learning activities (academic and enrichment) that address grant objectives and goals
 - 1.2 Actively engages with youth during programming
 - 1.3 Ensures that youth follow Program values and expectations
 - 1.4 Sets up program supplies before activities and ensures all areas are clean and tidy | after use
2. Reporting
 - 2.1 Ensures accuracy of attendance and activity records and participates in monthly anecdotal report to assist Program Manager in monthly reporting
 - 2.2 Communicates with Center Coordinator any issues, concerns, and feedback regarding youth participants
3. Additional responsibilities
 - 3.1 Attends weekly staff meetings and training sessions as scheduled
 - 3.2 Ensures cleanliness of program sites
 - 3.3 Serves snacks and meals if applicable at each site (Food Handler's Permit needed, training provided if necessary)
 - 3.4 Commits to work at city events (Huck Finn Day, Freedom Festival, Cool Summer Nights, etc.)

MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Must be 18+ years old
- High School Diploma or GED, or any equivalent combinations of related education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Skill in First Aid and CPR; skill in word processing, spreadsheets, office machine usage, and general operation of computers.
2. 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.
3. Bilingual skills, and experience working with youth preferred

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. Employees may be required to work outdoors.

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: Grant-funded / Hourly / \$9.00 - \$11.00 per hour / Non-Exempt

HOURS: Seasonal/Temporary position from May 28 through August 31, up to 40 hours per week

CLOSING DATE: Open Until Filled

MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered.

Application available on website at www.southsaltlakecity.com and 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

AND BACKGROUND CHECK

EQUAL OPPORTUNITY EMPLOYER

THIS ORGANIZATION USES E-VERIFY