



## Yachats Youth & Family Activities Program



# Job Description

## Rec-PLUS Coordinator/Program Asst.

P.O. Box 151  
441 Hwy 101 N  
Yachats, OR 97498

Phone: 541-547-4599  
E-mail: yyfapkids@gmail.com  
www.yachatsyouth.org

Wage: \$13—\$15 per hour, depending upon experience  
25-30 hours per week regularly Monday through Friday  
Rec PLUS Program runs :  
3:45-6:00 pm Monday/Tuesday/Thursday/Friday 2:45-6:00 pm Wednesdays  
(Every day school is in session)  
Regular hours essentially M-F 1:30-6:30 pm  
Variations of the programming hours can be negotiated with the director.

### **Job Description: Rec PLUS Coordinator**

- Ability to maintain a positive and enthusiastic attitude and to interact positively with youth, parents, and community members.
- Plan and implement after school activities which include STEM activities, arts & crafts, library, cooking, music, free play and homework assistance, etc.
- Supervise children and enforce behavioral guidelines in a positive way.
- Positively interact, support and work as a team with our afterschool Rec Plus aide and/or volunteers.
- Set up and clean up of the program area; including doing dishes, sweeping, mopping, etc.
- Assist with serving of snacks, collection of fees, etc as needed.
- Assist with activities for monthly Families Together Dinners and other special events.

### **Program Assistant**

- Use Microsoft Word, Publisher, Excel to create flyers, spreadsheets, letters, etc.
- Order materials and supplies, do bank deposits, and other clerical duties as needed.
- Help recruit and support volunteers
- Assist with fundraising planning and activities like the Duck Race, Music that Matters, Letter Campaigns, the Calendar, etc.

### **Job Requirements:**

Minimum: One year or more experience teaching in a certified childcare or school setting

Oregon Food Handlers Card    CPR First Aid Certification    Criminal Background Check  
(can be completed upon hire)

**Preferred:** Associate of Arts or Bachelors Degree in Education or Related Field