



## Position Description

**Position Title:** Youth Associate  
**Reports to:** Youth Program Director & CEO  
**Work hours:** Early mornings – early afternoons; varies  
**Location:** 300 W. Lanikaula Street, Hilo

### **POSITION SUMMARY:**

Caring, compassionate childcare worker who has experience caring for children ages 5 to 13 years old. Provide top quality care for children enrolled in program. Enhance the lives of every child that attends the program. Patient, caring professionals with a background in childcare is preferred.

### **REQUIRED SKILLS AND KNOWLEDGE:**

- Be at least eighteen years of age w/reliable transportation and valid picture ID.
- High school diploma/GED
- 3+ years childcare experience preferred
- Must possess valid CPR & First Aid certification
- Positive attitude. Maintaining a friendly and helpful attitude when interacting with others
- Assist in creating activities & maintaining a safe environment
- Background & medical check

### **RESPONSIBILITIES AND DUTIES**

Assist in creating activities, lesson plans and maintaining a safe environment. Develop a cleaning routine throughout the day that keeps all the interactive areas sanitary and safe. Monitor children during outdoor activities and interact with children to enhance their experience. Maintain communication with parents and contact parents in emergency situations. Assist with serving meals and monitoring children during lunchtime.

Last updated: 01-28-2025