

**THE SALVATION ARMY**  
**METROPOLITAN DIVISION - Evanston**  
POSITION DESCRIPTION

**POSITION TITLE:** After School Character Building Program Assistant

**LOCATION/DEPT:** Evanston Corps

**REPORTS TO:** Corps Officers/Program Director

**OUTCOMES**

Position includes helping to implement the daily schedule providing general supervision of indoor and outdoor activities of the children, ensuring their safety. Assist in recordkeeping.

**PRIMARY DUTIES AND RESPONSIBILITIES**

1. Supervise designated after school, character building, youth activities and transportation to and from activities.
  - a. After School
  - b. Music Programs (singing company, music theory, band rehearsal, timbrell, dance)
  - c. Sunbeams
  - d. Girl Guard
  - e. Adventure and Ranger
  - f. Other related programs
2. Engage in bridging clients from community center to Corps spiritual programs. Be familiar with The Salvation Army social services and spiritual programs, and make referrals as needed.
3. Plan, develop and organize programs for all ages, suitable to the mission and vision of the Evanston Corps.
4. Assist with developing a visitation and outreach program for the community.
5. Prepare a daily log making sure to document strengths and challenges of the program.
6. Report any incidents immediately to the Corps Officers and document the incident in the daily log.
7. Invite youth to Salvation Army programs, build positive relationships with them.
8. Assist youth with homework as needed.
9. Prepare and serve a snack. Clean area prior to next activity.
10. Supervise and direct games, ensuring safety at all times. Ensure program areas are clean before and after activities.
11. Assist with Christmas and other fund raising activities as needed.
12. All other duties as assigned.

**RELATIONSHIPS**

This individual relates to, and interacts with, a wide range of contacts both within and outside the Salvation Army. In these contacts, they act as a representative of the Army and its mission.

**SUPERVISIONRECEIVED**

Under general supervision of Corps Officers with some freedom to plan, schedule and carry out responsibilities within established polices and guidelines.

**PERFORMANCE MEASURES**

This individual will be evaluated on how effectively the outcomes of this position are achieved, as well as the timeliness, accuracy and completeness of accomplishing assigned goals.

**EDUCATION**

- High School diploma or GED equivalent required.

**EXPERIENCE**

- Child development experience helpful.

**COMPENTENCIES**

- Good communication and interpersonal skills.
- Organized and detail oriented.
- Demonstrated ability to use initiative and be a self starter.
- A positive attitude and the ability to be flexible in light of changing job situations/priorities
- A commitment to the mission of The Salvation Army and a desire to serve youth.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

This position is required to do light to moderate physical work. In order to successfully perform the essential functions of this position, the employee is regularly required to use standard office and program equipment. The work environment for this position includes an office and program environment with a low to high noise level.

**POSITION RANKING**

Position Ranking: RPT Non-Exempt

**SIGNATURES**

\_\_\_\_\_  
SUPERVISOR/DATE

\_\_\_\_\_  
EMPLOYEE/DATE

Date: 9/06, 1/09, 7/09, 11/09 Date Revised: 7/10, 4/11

**THE SALVATION ARMY MISSION STATEMENT**

The Salvation Army, an international movement, is an evangelical part of the universal Christian church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.