

(KBFPC) REC Room Assistant Job Description

Mission: *Kachemak Bay Family Planning Clinic provides broad access to reproductive health care services and education in a supportive and empowering environment. The REC Room facilitates healthy relationships, health education and healthy choices for youth in Homer.*

KBFPC Core Purpose: *Accessible reproductive health services*

KBFPC Core Values: *Empowering (respectful) Accessible & Inclusive (compassionate) Evidence based (progressive, professional)*

Reports to: Youth Program Manager

Date: August 2022

Classification: Non-exempt

Status: 0.4125 FTE, 15-18 hrs/wk

Job Summary: *This position is responsible for supporting programming at the REC Room (youth Resource and Enrichment Co-op) teen drop-in center during afterschool hours by collaborating with the REC Room Coordinator and facilitating activities, while maintaining a safe, inclusive space conducive to positive youth development.*

Essential Functions:

I. REC Room Programming

- Assists and collaborates with REC Room Coordinator during REC Room afterschool hours to implement programming, activities, and groups while maintaining a safe and welcoming space for youth ages 12-18
- Leads, participates in, and oversees program activities during REC Room hours
- Works with REC Room Staff Team, Peer Mentors, youth participants, and community members/partners to deliver high quality afterschool programming for local youth with opportunities for growth, development and building protective factors
- Keeps organized and accurate attendance records, including initial information gathering on participants' first visit
- Participates in evaluation of programming at the REC Room by implementing surveys and collecting input from teens according to Youth Program Quality standards
- Provides group and one-on-one support and referrals to teens with a variety of needs and life experiences, and maintains a current knowledge of available local resources for youth

II. Communication & Relationships

- Demonstrates and teaches safe and healthy communication and relationship practices through conversation and example
- Displays excellent personal and professional boundaries, integrity and confidentiality while working with youth and families in a small tight-knit town
- Maintains an emotionally and psychologically safe space for teens while holding them accountable to REC Room expectations using evidence-informed, developmentally appropriate, and restorative justice-based practices

III. Transportation & Facilities

- Safely operates our 15-passenger transit van to transport middle schoolers 2-5 days/week to the REC Room, and to transport groups of teens to and from programming at other sites, adhering to REC Room Transportation Policy and Procedure

Updated 7/18/2022

- Conducts routine checks on van safety and road readiness
- Assists in maintaining REC Room facility, supplies, and resources such as the lending library, food donations, personal care supplies, community calendar, brochures, bulletin board, etc.
- Assists in oversight and use of technology, including virtual reality headsets, gaming consoles, movie projector, 3D printing pens, REC Room Spotify and Netflix accounts, and more
- Ensures the safety and well-being of program participants and upholds KBFPC policy and protocols, including COVID mitigation procedures
- Follows Alaska Statute [A.S. 47.17.020](#) with regard to mandated reporting of child maltreatment

Skills and experience:

- Preferred experience in an educational or recreational setting, in a school or community-based organization, preferably with youth ages 6th-12th grade
- Preferred experience in leading or facilitating groups
- Preferred some experience with food service and/or food preparation
- Adept with using Information Technology
- Comfort with Zoom, Google Suite, and Microsoft Teams preferred
- Valid Driver's License

Compensation and Benefits:

KBFPC is as dedicated to the wellbeing of employees as we are to clients and program participants: we are committed to ongoing training and professional development as well as a team culture supporting diversity, dignity, physical and mental health, engagement, enjoyment, and a balanced life.

- Pay rate for this position: \$20.00/hour
- Pro-rated for part-time employees; Eleven (11) paid holidays plus individual Paid Time Off
- Optional retirement plan (SIMPLE IRA) offered with up to 3% matching contributions
- Employee Assistance Program offers free, confidential counseling and personal or professional assistance.
- All staff are eligible for 100% discounted clinical services at KBFPC.

Qualities for successful employment at KBFPC:

Communication

- Strong communication skills and ability to easily build rapport, including active and reflective listening.
- Ability to help others feel comfortable and supported, especially in situations of vulnerability or stress.
- Excellent grasp of the importance of confidentiality, commitment to respect individual values and boundaries.

Collaboration

- Ability to function well as a team member – working collaboratively and effectively with other staff and supervisors, comfortable taking direction and receptive to feedback.
- Commitment to team-based approach, willingness to assist with projects not specified in job description.
- At ease with paperwork and people-work; capacity to transition between clerical tasks and working with people.
- Ability to confidently and constructively present ideas for improvement within the organization and teams.
- Commitment to practicing self-care and seeking support when needed.

Education

- Openness to learn and share current information about reproductive health and sexuality, contraception, STIs, healthy relationships, interpersonal violence and sexual assault, Adverse Childhood Experiences, and trauma.
- Non-judgmental disposition; ability to identify and set aside one's personal values and biases in order to serve and support our clients, students, and community with a high level of integrity.
- Commitment to equity; is aware of social power dynamics and works to create safe, affirming, accessible spaces, with particular attention to the needs of people from non-dominant populations.

High-quality work

- Reliable, trustworthy, organized, efficient, thorough, attentive to detail.
- Motivation – able to jump in confidently during ongoing training.
- Comfort with developing new systems, protocols, researching unknowns.
- Familiarity with best practices when making decisions or encountering unfamiliar ideas/situations, and the ability to find reliable resources if faced with situational challenges.

Leadership

- Cultivates personal and group development with authenticity and courage; welcomes ideas and disagreement; calls others in, not out.
- Vision and initiative: appreciates innovative ideas with an understanding of the bigger context; inspires creative thinking and problem-solving in others.

General Information:

The employee must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate. Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position, it does not imply or create a contractual relationship. KBFPC is an at-will employer.