

**TWENTY-SECOND JUDICIAL CIRCUIT OF MISSOURI  
FAMILY COURT - JUVENILE DIVISION**

**September 12, 2013**

**TITLE:** **Detention Activity Aide I/II**

**QUALIFICATIONS:** A bachelor's degree in Physical, Special or Secondary Education or related field with at least three years successful paid experience as a group leader in supervising and developing children's organized activities is preferred. The bachelor's degree is required for the Activity Aide II classification. Must attend suicide prevention training and Adult CPR, First Aid, CPI and APT immediately after employment and maintain required certifications

**DUTIES:** Knowledge of a variety of educational-recreational techniques, leisure time activity-skills, and the ability to introduce and share in these activities with youth and staff. Ability to develop, guide, and supervise educational and recreational programs. Working knowledge of adolescent behavior and issues related to troubled and adolescent youth. Must have the ability to enforce rules, discipline and order in a consistent and equitable manner without using unnecessary force. Must be able to demonstrate creativity and flexibility in program structure and planning. Must have strong skills in working with computer applications to enhance the communication, documentation and general function of the Programming Unit and overall Detention Center. Knowledge of budgeting, grants, and program evaluation are a plus. Must be willing to work unusual hours including evening, weekend and holiday hours as scheduled.

**Starting Salary:** \$28,278 (With Bachelors Degree \$30,735)

**Salary Range:** \$28,278 to \$42,224  
(With Bachelors Degree \$30,735 to \$45,941)

**CLOSING DATE:** For full consideration, please submit resume with cover letter and transcript by Friday, September 27, 2013 – 5:00 p.m., however, resumes will be accepted until position is filled.

**TRANSCRIPT WITH COVER LETTER**

**COVER LETTER:** Cover letter must include applicant's daytime phone number along with expression of interest in this position as well as a description of educational and experience qualifications that make him/her a good fit for this position.

**SEND TO:** Detention Activity Aide I - II  
ST. LOUIS CITY FAMILY COURT - JUVENILE DIVISION  
920 NORTH VANDEVENTER  
ST. LOUIS, MO 63108  
EOE

**See detailed job description below**

## JOB DESCRIPTION

**DEPARTMENT:** Detention

**CLASS TITLE:** Detention Activity Aide I - II

**CLASS DEFINITION:** Under the general supervision of the Detention Program Coordinator the incumbent of this position will assist with detention programs and activities.

### **EXAMPLES OF ESSENTIAL DUTIES:**

- Assists the Detention Program Coordinator in coordinating all aspects of programming and activities at the Center.
- Assists in the development, scheduling and guidance of well rounded youth appropriate programs and activities.
- Responsible for aiding in day to day operations of programs and activities including but not limited to; organized games, sports, arts and crafts, special events, music, educational, informational, physical fitness, holiday specials, unit activities, general assemblies, indoor and outdoor activities.
- Assists in maintaining all aspects of the BRICKS levels program.
- Responsible for maintaining, set up, organizing and proper inventory of all program related equipment and supplies in an orderly, well kept condition, including proper use, security and storage.
- Responsible for leading programs on the unit including the High Risk and special status youth.
- Assists in the development of, and training of staff in leading, programs and activities that can be implemented on the units by Youth Leader Specialists, particularly for special status and High Risk youth.
- Submits written reports and documentation.
- Escorts youths to various programs and activities and supervises youth during activities as needed.
- Assists with design, development and monitoring of forms and other tools to ensure coordinated functioning of intra-unit communication in the Detention Center.
- Professionally interacts with community members, program providers, youth and staff of the Family Court.
- May serve in a Youth Leader Specialist capacity as needed.
- Available to serve on the Response Team.
- Other duties as assigned.
- Regular and prompt attendance is considered an essential function of this position.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of a variety of educational-recreational techniques, leisure time activity-skills, and the ability to introduce and share in these activities with youth and staff. Ability to develop, guide, and supervise educational and recreational programs. Working knowledge of adolescent behavior and issues related to troubled and adolescent youth. Must have the ability to enforce rules, discipline and order in a consistent and equitable manner without using unnecessary force. Must be able to demonstrate creativity and flexibility in program structure and planning. Must have strong skills in working with computer applications to enhance the communication, documentation and general function of the Programming Unit and overall Detention Center. Knowledge of budgeting, grants, and program evaluation are a plus. Must be willing to work unusual hours including evening, weekend and holiday hours as scheduled.

**MINIMUM EDUCATIONAL QUALIFICATIONS AND REQUIREMENTS:** A bachelor's degree in Physical, Special or Secondary Education or related field with at least three years successful paid experience as a group leader in supervising and developing children's organized activities is preferred. The bachelor's degree is required for the Activity Aide II classification. Must attend suicide prevention training and be certified in Adult CPR, First Aid, CPI and APT immediately after employment and maintain required certifications thereafter. Must be at least 21 years of age.