



Miami PAL Youth Aide

Salary \$12-\$14 Hourly

Nature of Work:

This position assists in the implementation of activities within the Miami Police Athletic League (PAL) and City of Miami Police Department. The position also helps with the overall structuring of Miami PAL. Work includes implementing of programs, while ensuring safe and positive conditions for all participants, parents, guests, facilities, and equipment. This position also provides assistance with maintaining supplies, transporting of participants, helping the upkeep of building and supplies (which includes cleaning of supplies, and facilities used by Miami PAL).

Illustrative examples of essential duties:

- Assists in programming held by the City of Miami
- Assists diversified recreational and educational activities which may include but is not limited to athletics, STEM, art, music, games and fitness, for all youth
- Resolves complaints and inquiries from the public
- Inspects facilities used for programming to ensure safe conditions, and necessary supplies to conduct programming
- Assists in creation of displays and advertisements for events
- May be responsible for the opening or closing of facilities
- Prepare of spaces for activities/event held by Miami PAL or City of Miami
- Provides excellent customer service
- Executes Miami PAL and City of Miami Police Department Mission Statements
- Enforces safety regulations for Miami PAL and City of Miami
- Compiles attendance records
- May be required to transport participants to and from activities

Minimum requirements:

- Previous experience running youth programs
- Completed high school diploma, or if under 18 years of age in the process of completing high school diploma
- Ability lift boxes and other items minimum 15 lbs
- Shift work includes nights, weekends, holidays

Physical requirements:

- Use of sensory skills in order to effectively communicate and interact with other employees and the public through use of the telephone and personal contact
- Physical capability to move objects of 20 lbs. such as athletic equipment and supplies
- Ability to establish and maintain effective working relationships with coworkers, participants, and the public regardless of race, religion, age, sex, disability, political affiliation, gender identity, or sexual orientation
- Ability to serve the public and fellow employees with honesty integrity in full accord of Miami PAL policies
- Ability to maintain regular and punctual attendance.
- Performs related work as required
- Reports to work as directed during an emergency as a member of Community Relations section of the City of Miami Police Department.