

Job Posting

Organization:	Tioga County Department of Human Services
Job Title / Position Number	ACE Summer Staff/ SSA 1
Type Position:	Full time- Temporary Summer Position
Salary Range:	\$16.00 and hour
Posting Length:	21 days
Posting Dates:	3-26-26 to 4-16-26
Contact Name / Number:	Stephanie Hansen 570-404-7295, Casey Zuchowski (570) 723-8205, Marlo Carl (570) 723-8204
Job Description:	See Attached Job Description

ELIGIBILITY -- ALL CANDIDATE(S):

1. Must meet the minimum experience and training (METs) required for the job. The METs for this position are:

Graduation from high school;

Or

Any equivalent combination of training and experience.

2. Approved Additional Special Requirements: None

3. Valid Driver's License

HOW TO APPLY -- ALL CANDIDATES

1. Completed Tioga County Employment Application. The application must provide details of experience and training as related to the minimum experience and training requirement for the vacancy so eligibility can be determined.

If interested in applying, please send applications to: 1873 Shumway Hill Road Wellsboro PA 16901 :
Attention Marlo Carl

Attn: Human Resources, 118 Main Street, Wellsboro, PA 16901

Applications can also be emailed to: Shansen@tiogahsa.org

TIOGA COUNTY DEPARTMENT OF HUMAN SERVICES IS AN EQUAL OPPORTUNITY
& AFFIRMATIVE ACTION EMPLOYER

JOB DESCRIPTION

1. Name of Employee (Last, First, MI)			2. Employee Number	Position Number					
3. Department Family	Bureau	Division	Headquarters	Organization Code					
4. Class Title Social Service Aid 1		Working Title ACE Program Summer Staff		Class Code					
5. Regular Work Schedule (September-May), Monday-Thursday		Position is:							
Start Time: <input type="text" value="8 a.m."/>	Lunch Length: <input type="text" value=".5"/>	<input checked="" type="checkbox"/> Full-Time	<input type="checkbox"/> Permanent						
End Time: <input type="text" value="4 p.m."/>	Hours/Week: <input type="text" value="37.5"/>	<input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Temporary						
Days Worked (check all that apply):		Reports to: Shelby Rush Class Title							
S	M	T	W	Th	F	S	Explain any schedule variations:		
	X	X	X	X	X		End of season incentive trips may require staff to work some weekend hours and overnights.		

6. Describe the work assigned to this position, listing the critical duties and responsibilities first. Explain work in familiar terms and include machines or equipment used. Use additional paper if needed.

Adventure Challenge Summer Staff Community Services

The Adventure Challenge Experience Summer Program operates June through August, with summer staff training starting in May. The program serves youth struggling with chronic behavioral or mental health concerns, youth struggling with low self-esteem, youth in need of community support, and youth who would benefit from additional supervision. The program seeks to promote pro-social opportunities for children living through varying levels of adversity while providing engaging experiences in a safe, caring environments with adults who are attuned to their needs. Summer programming includes various incentives including dirt bike riding, fishing, hiking, swimming, boating, ropes course experiences, gardening, and all kinds of hands on games and team building. The program operates with youth four days a week and provides youth transportation.

Major Functions: ACE Summer Staff are expected to complete all necessary pre-program training. This includes an intensive 3-week training period where staff will complete motorbike riding certification, boat rescue training, low ropes course facilitation, curriculum facilitation, and youth engagement skills. Summer staff help youth move successfully through daily programming activities, which includes regular de-escalation and behavioral support. Summer staff operate like a youth mentor and assist in facilitation of activities. They also provide transportation of youth to and from program.

Essential Functions of the ACE Summer Staff includes but is not limited to the following:

- Completes all necessary training
- Provides supervision of program youth
- Supports dirtbike, wilderness, and ropes course programming
- Implements goal oriented activities
- Monitors youth behavioral contracts
- Conducts various aspects of programming logistics
- Administers immediate first aid as needed
- Ensures program safety protocols are followed at all times
- Builds supportive mentor-style relationships with youth

- Provides transportation to and from program
- Reports progress updates of youth to program coordinators, caseworker, and supervisor
- Acts as a positive role model for program youth

Equipment and/or machines used in the performance of the above duties:

Automobile
 Personal Computer/Keyboard and related software
 Photocopier
 Fax Machine
 Shredder
 Standard small office equipment (stapler, scissors, etc.)
 Calculator
 Telephone
 Ropes course equipment (harnesses, belay devices, ropes, etc.)
 Ride motorbike and facilitate dirtbike lessons

Personal Characteristics:

Servant Leadership
 Kind
 Team Builder
 Curious
 Honest
 Independent
 Ethical
 Active Listener
 Embodies TCHDS staff values
 Trustworthy
 Passionate
 Motivated
 Life-long Learner
 Adaptable
 Innovative

Education and Experience:

Graduation from high school;
 Or
 Any equivalent combination of training and experience.

HIPAA Access Level:

Professional – Individuals with this access level shall have access to the records in their department of clients/consumers with whom the professional has a current relationship, or for whom a professional consultation has been requested. Access to the entire department record by these individuals has been determined to be critical to the continuity of the clients/consumer’s care as well as essential to diagnosis, treatment selection, and the health and safety of the client and others.

7. Briefly describe how work is assigned to this position and how the work is reviewed.
 This position is supervised and monitored by ACE Program Supervisor in collaboration with assigned ACE staff coordinator. Staff meetings will be held weekly which all summer staff will be expected to participate in and report on youth observations.

8. If this is a supervisory position, briefly describe how work is assigned to subordinate personnel and how their work is reviewed. (If this is not a supervisory position, leave blank.)

9. Attach an Organizational Chart identifying all reporting relationships for this position.

CERTIFICATION

I certify that to the best of my knowledge all statements contained within the job descriptions are correct: This job description consists of __ pages. (count this form as 1 page)

Employee's Signature _____	Class Title _____	Date _____
Immediate Supervisor's Signature _____	Class Title _____	Date _____
Reviewing Officer's Signature _____	Class Title _____	Date _____

