

MAJOR FUNCTIONS

This position is part of the Tallahassee Future Leaders Academy (TFLA) and provides support to program activities and assigned groups of Youth Leaders. Employees assist with daily program functions, help keep participants engaged, and model appropriate workplace behavior. Work is performed under general supervision and reviewed through routine oversight and feedback. Employees are assigned a specific job placement and are expected to carry out duties consistent with that assignment.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Provides day-to-day peer support, encouragement, and guidance to an assigned cohort of TFLA Youth Leaders. Assists in coordinating, facilitating, and monitoring program events, trainings, and worksite activities; worksite activities may be in an office setting or in the field. Supports Youth Leaders in understanding assignments, meeting expectations, and developing job-readiness skills. Assists supervisors in documenting attendance, participation, and performance-related observations. Responds to routine questions from Youth Leaders and elevates concerns to supervisory staff when needed. Participates in planning sessions and contributes to activities aligned with TFLA program pillars. Prepares routine summaries, documentation, and program-related materials. Participates in TFLA events, meetings, and community activities as assigned. Performs related work as required.

Other Important Duties

May assist with orientation sessions, workshops, and group engagement activities.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities, and Skills**

Knowledge of basic peer-support practices and group coordination. Knowledge of general administrative and office procedures. Ability to model professional workplace behaviors and reinforce program expectations. Ability to communicate effectively with youth participants and staff. Ability to help manage small groups and maintain order during program activities. Ability to exercise sound judgment and follow established procedures. Ability to establish and maintain effective working relationships. Skill in using computers and related software necessary for successful job performance.

Minimum Training and Experience

Must reside within the Tallahassee city limits, be between 16 and 24 years of age at the time of application and have completed the 10th grade. Prior successful participation in the Tallahassee Future Leaders Academy (TFLA) is required. Students currently enrolled in postsecondary education may also qualify with prior TFLA participation.

Necessary Special Requirements

A valid Class E driver's license may be required depending on assignment.

Police Department Assignments Only: Minimum age of 18 is required. Applicants must successfully pass a criminal background check and obtain CJIS certification prior to appointment.

Parks, Recreation, and Neighborhood Affairs: May assist with duties that align with those of a Recreational Aide.

Established: 01-10-19

Revised: 02-03-21

03-01-22

01-26-23

12-30-25

01-22-26