

YUMA PRIVATE INDUSTRY COUNCIL

POSITION DESCRIPTION

Title:	Mural Assistant Job Description Summer Program June - July
Reports to:	Evelyn Aello, Youth Case Manager
Classification:	Temporary (Summer position) June 02 through July 25, 2025
Revised:	April 2025
Pay:	\$21.00 per hour

The Yuma Private Industry Council is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability status, protected veteran status, or any other characteristic protected by law.

SUMMARY

Mural Project mission is to transform people and places through investments in creativity; our focus is on employing youth and creative professionals to collectively produce award-winning public works while developing their skills in: leadership, critical thinking, problem-solving, communication, creativity, innovation, collaboration, and goal setting. By teaching youth to work side by side by creating positive environments that foster youth's interests, relationship development, and growth mindset.

Position hours vary by project. Hours are generally Monday – Friday, 6:00 a.m. – 2:00 p.m. during summer program.

Below is the framework of the essential duties assigned to this position; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PRIMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position primary responsibility is:

1. Keeping Youth on Task:

- Gently remind participants of their tasks and timelines.
- Help them break down large tasks into manageable steps to keep them engaged.
- Circulate around the workspace, checking on progress and offering encouragement.

2. Behavior Management:

- Establish and reinforce clear expectations for behavior.
- Address disruptions calmly and promptly, using conflict resolution techniques if needed.
- Use positive reinforcement to encourage good behavior and participation.
- Reporting behaviors needed to be addressed by Youth Specialist

3. Supporting the Mural Instructor:

- Handle logistical tasks (e.g., setting up supplies, cleaning up) so the instructor can focus on teaching.
- Assist with grouping youth for collaborative tasks or peer mentoring.
- Communicate any challenges or concerns to the instructor discreetly.

4. Engagement and Motivation:

- Show genuine interest in the youth's work and provide constructive feedback.
- Encourage teamwork and cooperation among participants.
- Facilitate short breaks if needed to keep energy levels up.

5. Safety and Supervision:

- Maintain a safe environment by monitoring the use of tools and materials.
- Ensure that all youth are accounted for and stay within designated areas.
- Approve and submit youth timesheets.
- Ensure water is available at the jobsite.

CORE SKILLS

Language

Communication: The ability to effectively communicate information and ideas to others, respond effectively to the most sensitive inquiries or complaints (effectively presenting information and responding to questions from groups of managers, clients, employers, customers, elected officials, and the public).

Comprehension: The ability to comprehend information and ideas presented. Respond effectively to the most sensitive inquiries or complaints (effectively present information and/or respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public).

Writing: The ability of communicating effectively in writing as appropriate for the needs of the audience.

Written Comprehension: ability to read and understand information and ideas presented in writing.

Written Expression: The ability to communicate information and ideas in writing so others will understand (write clear and concise memoranda without close supervision).

Reading Comprehension: Read, analyze, and interpret general instructions, technical procedures, and government regulations (understanding written sentences and paragraphs in work related documents).

Fluency in the English and Spanish languages preferred.

Mathematics

Apply mathematical concepts such as addition, subtraction, multiplication, division, fractions, percentages, and ratios.

Reasoning

Problem Sensitivity: ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).

Deductive Reasoning: ability to apply general rules to specific problems to produce answers that make sense (solves practical problems, collect data, establish facts, and draw valid conclusions).

Inductive Reasoning: the ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Critical Thinking: The use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Interpret a variety of technical instructions.

Technology

Demonstrate **proficiency** in software including but not limited to Microsoft Windows XP, Microsoft Office, Microsoft Excel, and Microsoft Access (Database).

Demonstrate **proficiency** in Internet usage.

Socioeconomic

Maintain an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.

Supervisory

Active Learning: Understanding the implications of new information for both current and future problem-solving and decision-making.

Time Management: Managing one's own time and the time of others.

Learning Strategies: Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

Supervisory: Has direct supervisory responsibilities/youth.

Interpersonal

Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.

Service Orientation: Actively looking for ways to help people.

Must possess **excellent interpersonal skills**.

Must demonstrate excellent self-control and confidence during presentations.

Demonstrate a **friendly and helpful attitude** to Youth and all employees.

Physical Demands

Active Listening: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Reach with arms and hands.

Use hands and fingers to operate keyboards and other office equipment.

Near Vision: The ability to see details at close range (within a few feet of the observer).

Other

Demonstrate appropriate interpersonal skills to accomplish tasks.

Interpret federal and state rules and regulations.

Drive to various Locations.

Must possess a valid Arizona Driver's License, reliable transportation, and current liability insurance.

Must clear an AZ Child Safety Background check.

Must possess or be able to obtain a Level One Fingerprint Clearance Card.

Must demonstrate the Core Values of the Organization.

EDUCATION and EXPERIENCE

The successful candidate will

- **Be an effective and consistent communicator**
- **Possess strong leadership skills**
- **Use sound judgment when making decisions**
- **Be an expert in their artistic own practice**
- **Inspire a shared vision**
- **Work well under pressure in outdoors (summer time)**

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. The noise level is usually moderate for an office environment.