



**BOYS & GIRLS CLUBS
OF AMERICA**

POSITION DESCRIPTION

TITLE: Program Assistant

PERFORMANCE

PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Club Director

FLSA STATUS: Exempt Non-Exempt

PRIMARY FUNCTION:

The Program Assistant plans, implements and supervises members, and evaluates activities and outcomes within a specific program area, supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship.

EXPECTATIONS:

- To be in uniform daily- jeans/sweats, Maverick shirt, and sneakers
- To have constant engagement with members through lesson plan implementation
- To meet deadlines for special projects or events
- To adhere to schedules, rotations, and daily task assignments
- To maintain professionalism with co-workers, members, and external organizations that visit our facilities

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
 - promote and stimulate program participation, especially for teens;
 - Provide guidance and role modeling to members.

Program Development and Implementation

2. Monitor and evaluate programs, services and activities to ensure Club and child safety, quality programs and good appearance of the branch at all times. Track and assess outcomes through periodic activity reports.

Supervision

4. Ensure a productive work environment by participating in monthly staff meetings- ***first Thursday monthly unless notified of change***

Program Aide

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. May be required to drive Club van (over 21 years of age)

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

External: Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- High school diploma or GED
- Experience in working with children
- Ability to motivate youth and manage behavior problems
- Ability to deal with the general public
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- Mandatory CPR and First Aid Certifications
- Valid State Driver's License

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Ability to stand and walk for extended periods of time (up to 4 hours per day). May require bending, stooping, and lifting of up to 50lbs for specific assignments or activities.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Incumbent **Date**

Approved by: _____
Supervisor **Date**

Reviewed by: _____
Chief Executive Officer **Date**