



POSITION DESCRIPTION

TITLE: Program Assistant
REPORTS TO: Program Manager
CATEGORY: Part-time; non-exempt

JOB SUMMARY

Implements age-appropriate activities for club members from 4th – 12th grade; creates and maintains a safe environment; and fosters positive relationships with club members by serving as a role model.

ESSENTIAL JOB FUNCTIONS

1. Creates and leads planned activities and events for club members.
2. Serves as a mentor, providing guidance to members.
3. Supervises club members and ensures the appropriate conduct and safety of members in the club.

OTHER DUTIES

- Assists staff in maintaining the facility and performing light cleaning duties
- Attends staff meetings
- Maintains a positive rapport with parents, staff, community members and volunteers
- Participates in Boys & Girls Clubs of America training

SKILLS / KNOWLEDGE REQUIRED

- High school diploma or equivalent; college experience preferred.
- A minimum of two years work experience working with young people in a group setting
- Strong communication skills, both written and verbal
- Ability to use technology
- Experience conducting fun and engaging programs, either recreational or educational, for young people is highly desirable
- Ability to maintain a constructive and respectful environment for BGC members.
- Must pass a background check as a condition of employment
- Ability to obtain CPR/First Aid certification – training offered by the BGC.