



**BOYS & GIRLS CLUBS
OF CLEVELAND COUNTY**

POSITION DESCRIPTION

TITLE: Program Assistant

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Unit Director / Program Director

PRIMARY FUNCTION:

Responsible for assisting in the delivery of a broad range of programs within a designated Clubhouse, such as Education, Special Education, Social Recreation, Arts & Crafts and Physical Education. Assist with planning, development, and implementation of programs consistent with the organization's mission and goals. Responsible for escorting a designated group of Club members from one activity to another.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

Assist with programs and activities that support Youth Development Outcomes:

- Contribute to the development of program objectives consistent with organizational goals and mission.
- Assist Program with delivery of day-to-day program activities in accordance with established standards and goals.
- Encourage members to participate in a variety of program areas/activities and provide instruction and constructive feedback to develop skills in program area(s).
- Model appropriate behaviors to assure conduct, safety and development of members.

Program Implementation

Adhere to Club goals and settings that insure the health and safety of members.

- Assist to ensure that program areas are safe, well ventilated and well lit; and that club equipment is maintained in good working condition.
- Utilize planning time effectively. Assist with preparation of program materials, obtaining necessary supplies, making photocopies, etc.
- Assist Program Specialists in evaluation of Club programs and assurance that the activities respond to member needs and address their gender and cultural diversity.



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- Assist Program Specialists with proper record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues.

Supervision

Ensure productive and effective performance by all assigned program staff and volunteers.

- Monitor assigned volunteers providing ongoing feedback and appraisal.
- Communicate training/development needs of assigned volunteers to Club administration.
- Ensure adequate Club member supervision at all times, maintaining proper staff-to-student ratios and appropriate positioning to deliver effective programs and respond quickly to potential hazardous situations.

Marketing and Public Relations

Increase visibility of Club programs and maintain a positive perception of the Club in the community.

- Communicate daily schedule, announcements, and upcoming events to parents in a professional and timely manner. Ensure a consistent message.
- Contribute to appropriate advertising and promotions through the creation of letters, mailings, fliers, media releases, web page and social media.
- Greet parents and visitors promptly and professionally, assist with questions and needs.
- Wear official staff uniform, name badge, and/or B&GC attire.

ADDITIONAL RESPONSIBILITIES:

- May oversee special programs and/or events (snacks, field trips, parades, special events), and/or participate in the implementation of other unit activities as necessary.
- May be required to drive Club van periodically.
- May consult with parents concerning member and branch issues.
- May handle petty cash / credit card for purchase of program supplies.
- Other duties assigned by Club administration not specifically listed above.

RELATIONSHIPS:

- **Internal:** Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.
- **External:** Maintain contact as needed with external community groups, schools, member's parents and other to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- Two year degree from a college/university, or approved equivalent experience.



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- A minimum of one year of work experience in a Boys or Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Strong communication skills, both verbal and written.
- Group leadership skills, including an understanding of group dynamics.
- Demonstrated program planning and project management abilities.
- Mandatory CPR and First Aid Certifications.
- Commitment to continual learning and professional development through self-directed and assigned development opportunities.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Job tasks will generally occur indoors in an environmentally controlled environment but will periodically require program delivery in outdoor/off-campus activities in a variety of settings and weather conditions. Must be able to sit, stand, walk, run, jump and/or otherwise interact with youth for extended periods of time while delivering program content. Must be able to handle/carry necessary program supplies (with assistance) up to 30 lbs. Must be able to climb stairs and/or otherwise negotiate obstacles typically encountered during on-campus activities or off-campus outings. Must be able to safely enter, exit and operate Club vehicles.

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: _____ **Executive Director Date** ___/___/___