



POSITION DESCRIPTION

TITLE: Program Assistant

PERFORMANCE

PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Program Operations

REPORTS TO: Program Director

Exempt

Non-Exempt

POSITION SUMMARY:

Plans, implements, supervises and evaluates activities provided within a specific program area, to include Character and Leadership Development, Education and Career Development, Health & Life skills, the Arts, Sports, Fitness and Recreation, and Technology. Responsible for member discipline, daily program support, positive role modeling and development of positive adult relationships with Club members and their families. Assist with homework help, lead social skill groups and recreational activities. 2-5 days per week (up to 3 hours per day)

QUALIFICATION REQUIREMENTS:

Knowledge, Education, Experience & Skills

- High School diploma or GED.
- Experience in working with children.
- Knowledge of youth development.
- Ability to motivate youth, employ spontaneous fun (i.e. magic tricks, card games, jokes, etc.), impromptu games, programs and activities.
- Provide guidance and manage behavior issues.
- Ability to follow directions, implement and abide by program policies and procedures, as well as instruct others in following Club rules and regulations.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise Club members in a safe environment.
- Mandatory CPR and First Aid Certifications (provided with employment).
- Valid (State) Driver's License.
- Clean Criminal Background Investigation

POSITION DESCRIPTION

(Continued)

KEY ROLES

Competency Areas:

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
 - Promote and stimulate program participation
 - Recruit and register new members
 - Participate in new member orientation process
 - Provide guidance, positive role modeling, be responsible to explain, instruct, advise and counsel Club members

Program Development and Implementation

2. Support overall efforts of the Boys & Girls Club of Frederick County.
3. Effectively implement and administer Club programs, services and activities for members and visitors.
4. Monitor and evaluate Club programs, services and activities, to ensure safety of members, quality in programs and maintain clean appearance of the site at all times; help keep program areas and equipment in good condition.
5. Prepare periodic activity reports.

Supervision

6. Ensure a productive work environment by participating in site staff meetings.
7. Monitor and support positive member interactions during Club hours.
8. Maintain positive role modeling through personal appearance, mannerisms and speech.

ADDITIONAL RESPONSIBILITIES:

1. Develop and maintain positive relationships with site staff (professional and volunteer), Club members and their families, as well as school administration, faculty and staff.
2. May participate in special programs and/or events.
3. Required to wear Club identification, i.e. t-shirts, vests or ID badges, when working at sites.
4. Required to maintain appropriate appearance during working hours.
5. Be available to assist at any site, as needed.
6. May be required to drive Club van.

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.
- Your employment is considered “at will” which means that either BGCFC or you may terminate the employment relationship at any time, with or without notice or cause. There is a 90-day probationary period where you may be reviewed by your supervisor.