

JOB ANNOUNCEMENT

Title: Program Aide

Position: Part Time

Location: Boys & Girls Club

Supervisor: Boys & Girls Club Director

Position Summary: Plans, implements, supervises and evaluates activities provided within a specific program area, such as Education, Special Education, Social Recreation, Arts & Crafts and Physical Education.

General Description: 1. Create an environment that facilitates the achievement of Youth Development Outcomes such as: promoting and stimulating program participation; registering new members and participate in their club orientation process; and provide guidance and role modeling to members. (2) Effectively implement and administer programs, service and activities for drop-in members and visitors. (3) Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times. Prepare periodic activity reports. (4) Ensure a productive work environment by participating in weekly staff meetings. May participate in special programs and/or events. May be required to drive Club van. (5) Maintains, close, daily contact with Club staff, Club members and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise counsel. (6) Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

Minimum Qualifications: High School diploma or GED. Experience in working with children, knowledge of youth development, ability to motivate youth and manage behavior problems, ability to deal with 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 and a valid state Drivers License.