



**BOYS & GIRLS CLUBS**  
OF COASTAL CAROLINA

**POSITION DESCRIPTION**

<b>TITLE:</b>	PROGRAM ASSISTANT
<b>CLASSIFICATION:</b>	Part-Time ~ Hourly
<b>DEPARTMENT:</b>	Programs
<b>REPORTS TO:</b>	Club or Area Director
<b>HOURS:</b>	School Year – up to 25 hours/week between 2:00pm and 7:30pm. Summer & School Breaks – up to 30 hours/week between 7:00am and 6:30pm. Occasional morning meetings and some Saturdays for special events.

**POSITION SUMMARY:**

*The program assistant* will work in an after-school and summer program that aligns in-school learning, provides academic support and enrichment opportunities through high yield learning activities. Prepare members of various ages for on-time grade promotion by creating educational activities that are fun and engaging. Provide assistance with daily homework and school projects, adapting to a range of learning styles. Ensure that Project Learn, Power Hour, High Yield Learning and STEM programs are run in compliance with grant goals & objectives. Program Assistants are expected to leverage volunteers and other community resources, and engage parents to enhance programming. Must monitor and evaluate situations quickly using good judgment to assess situations and make decisions. Create and maintain a clean, safe environment for children and adults within the program space.

**PRIMARY RESPONSIBILITIES:**

- *Learn* the names of Members and develop positive relationships with youth.
- *Recruit* Members of all ages to participate in programming; implement fun activities with a high level of energy to attract maximum participation while also teaching youth proper technique.
- *Provide* guidance, mentoring and role modeling to Members; support youth in following Club Rules, addressing discipline situations fairly, firmly, consistently and kindly.
- *Implement* activities with high level of energy to attract maximum Member participation while also teaching youth proper technique and assisting them in obtaining the Five Key Elements for Positive Youth Development.
- *Develop*, implement and administer educational based activities for member of various ages; must be able to adapt to various learning styles.

- *Monitor* and evaluate programs, tracking attendance of members in the program, data collection, pre and post surveys, and a variety of written reports and/or grant reports.
- *Reviews* grades, identifies students' strengths/challenges, develop creative lesson plans and facilitate tutoring sessions; interface with school personnel and build relationships with teachers.
- *Collaborate* programs and events with other Club staff. When appropriate, collaborate with staff from other Clubs and community organizations.
- *Implement* youth development activities in one or more of the following Core Areas: Character & Leadership Development, Education and Career Development, Health and Life Skills, The Arts, Sports & Fitness, Recreation.
- *Must* be able to gauge different levels of abilities and create activities that encompass all members and both genders.
- *Supervise* Members on field trips; assist with implementing special events and activities to enhance Members' knowledge, understanding and skills (Family Nights, Lock-ins, Dances, Day for Kids, etc.).
- *Strive* to achieve a high standard of professionalism in effective communication, personal motivation, and interpersonal skill with Members, peers, superiors, parents, volunteers and the general public.
- *Contribute* to the successful implementation of policies and procedures, professional standards and communication throughout the Boys & Girls Clubs of Coastal Carolina.
- *Assist* with tracking and reporting program participation and achievements, recommending modifications that respond to Member needs and interests.
- *Maintain* an environment that protects the health and safety of members by maintaining a high degree of awareness to ensure a clean and safe environment.
- *Maintains* 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.
- *Maintains* contact with external community groups, schools, members' parents and others to assist in resolving problems.
- *Complete* BGCA Spillett University courses as directed by Immediate Supervisor.

#### **ADDITIONAL RESPONSIBILITIES:**

- *Participate* in special programs and/or events.
- *Assess* facility needs and perform janitorial duties or manual labor as needed – mopping, cleaning tables, trash removal, painting, playing games, moving equipment etc.
- *May* be asked to facilitate BGCA National programs, such as SMART curriculum and other curriculums.
- *May* be required to drive Club van periodically.
- Handle other duties and responsibilities as deemed necessary or important as assigned.

#### **QUALIFICATIONS:**

- *Preferred Education:* High School diploma and/or Associates Degree, or two years of experience working with youth.
- *Ability* to plan and implement quality programs for youth; able to organize and supervise members in a safe environment.
- *Knowledge* of trends in education, career exploration, and educational planning.

- *Ability* to read and interpret documents such as safety rules, operating instructions and policy manuals; ability to clearly and concisely exchange/receive ideas, facts and/or technical information with others.
- *Responsible*, dependable and can take initiative; able to motivate youth and address conflict appropriately.
- *Make* correct decisions within established mission, values and policies.
- *Basic* computer skills required and familiarity with Microsoft programs.
- *Must* have current CPR/First Aid Certification or be willing to be certified through BGCCC offered training.
- *Must* have a valid Driver's License, a clean driving record, reliable transportation and pass all mandatory checks including criminal records, background and drug screening.
- *The* ability to speak languages other than English is valuable.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- *Physical Demands:* Some lifting, carrying, pushing and/or pulling, stooping/kneeling, reaching with hands and arms and finger dexterity. Extended talking, listening, sitting, walking and standing; computer viewing, and keyboard entry. Must be able to lift at least 25+ pounds. High energy, driven, dedicated, motivated, confident, flexible and creative. Ability to work for extended periods at high levels of activity, managing multiple tasks with varying deadlines and attending to details.
- Employee may be required to operate a Club vehicle to transport volunteers, staff and youth as needed to any Club site or special event.
- *Work environment:* The noise level in the work environment is usually loud and at times moderate or very loud. Work sites are usually located in low income areas and challenging neighborhoods/communities. Position also requires direct and indirect supervision of elementary, middle and high school aged children. Average daily attendance ranges from 50-100 youth. Requires employee to work with challenging youth and family members; may be exposed to emotional outbursts from members or their family members.