



**BOYS & GIRLS CLUB
OF GREEN BAY**

POSITION DESCRIPTION

TITLE:	Program Assistant
DEPARTMENT:	After School Programs
REPORTS TO:	After School Site Coordinator or After School Site Supervisor
HOURLY WAGE:	\$8.00/hr.

Primary Function:

Plans, implements, supervises and evaluates activities provided in within a specific program area, such as education, Social Recreation, Arts & Crafts, and Physical Education.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
 - Promote and stimulate program participation.
 - Register new members and participate in their club orientation process
 - Provide guidance and role modeling to members.

Program Development and Implementation

2. Effectively implement and administer programs, services and activities for drop-in members and visitors.
3. Monitor and evaluate programs, services and activities to ensure safety to member, quality in programs and appearance of the Unit at all times.
4. Prepare periodic activity reports.

Supervision

5. Ensure a productive work environment by participating in weekly Unit staff meetings.

Additional Responsibilities:

- May be required to participate in special programs and/or events.
- Handle other duties and responsibilities as deemed necessary or important as assigned by the Chief Executive Officer, Director of Club Operations, Unit Director or Area Director.

RELATIONSHIPS:

Internal: 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.

External: Maintains contact with external community groups, schools, members' parents and other to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- Experience in working with children.
- Knowledge of youth development strategies.
- Ability to motivate youth and handle behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.

ENVIRONMENTAL WORKING CONDITIONS:

Must be able to function under fast paced and noisy conditions.

PHYSICAL REQUIREMENTS:

Should be physically fit to engage in Club programs when necessary; may require being on feet for long periods of time.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.