



BOYS & GIRLS CLUBS
OF THE GREAT LAKES BAY REGION

Position Description

TITLE: Program Staff

REPORTS TO: Unit Director

FLSA STATUS: Non Exempt

PRIMARY FUNCTION:

Major responsibility to assist with delivering after-school and summer program that aligns with the Boys & Girls Clubs of America Programs; such as education, Social Recreation, Arts & Crafts, Physical Education and Health & Life Skills

KEY ROLES (Essential Job Responsibilities):

- Implement and deliver relevant programs for youth, ages 6-18 that supports the Clubs priority outcome areas of Academic Success, Good Character & Citizenship and Healthy Lifestyles.
- Recruit, encourage and engage youth participants.
- Create a safe environment that facilitates learning and is encouraging and engaging for children.
- Responsible for daily set-up and clean-up of all materials used during the program.
- Monitor and evaluate, on an ongoing basis, programs, services and activities to ensure safety of members, quality of programs and utilization of resources.
- Provide regular updates on site challenges, opportunities and best practices.
- Implement after school program assessment tools.
- Maintain the Club facility and enforce all site operating expectations.
- Implement programming as needed.

ADDITIONAL RESPONSIBILITIES:

- Participate in special programs, events and summer programming as needed.
- Participate in staff meetings.
- Prepare assessments of student participants
- 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 required, based upon site needs, to perform job duties at an alternate site location

SKILLS/KNOWLEDGE REQUIRED:

- High school diploma or equivalent
- A thorough knowledge of Boys & Girls Club of the Great Lakes Bay Region mission, objectives, policies, programs and procedures. .
- Experience in tutoring and mentoring children or youth.
- Ability to motivate and engage youth and manage behavioral challenges
- Ability to effectively communicate with youth, parents, staff, volunteers, and teachers.
- Ability to adapt to changes in a highly energetic work environment.
- Maintain valid state driver's license.
- Pass background check

PHYSICAL REQUIREMENT /WORK ENVIRONMENT:

Should be physically fit to engage in Club programs when necessary, may require being active for long periods of time. Hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 50 pounds.

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 employee assigned to this job.

Boys & Girls Clubs of the Great Lakes Bay Region
Essexville Unit
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Essexville MI 48732
No telephone calls, please