



JOB DESCRIPTION

TITLE:	PROGRAM ASSISTANT
CLASSIFICATION:	15 – 24 hours per week, Part-Time, <input checked="" type="checkbox"/> Non-Exempt, Hourly
DEPARTMENT:	Program Services
REPORTS TO:	Unit Director
HOURS:	Variable; primarily 2:00 p.m. - 8:00 p.m. on weekdays, some and Saturdays.
COMPENSATION:	\$17.00 – 17.25 Depending on Experience

PRIMARY FUNCTION:

The Program Assistant is responsible for overseeing the delivery of a broad range of enrichment programs within a designated Clubhouse, such as Education & Career Development, Character & Leadership, The Arts, Sports, Fitness & Recreation, and Health & Life Skills. The Program Assistant plans, develops, implements, and evaluates daily programs and activities.

KEY ROLES:

Supervision
Relationships
Policies & Procedures
Marketing & Recruitment
Documentation & Reports
Attendance
Programming
Activities
Club Safety

EXAMPLE OF DUTIES:

- Maintain and operate the club in accordance with the standards of the organization and Boys & Girls Club of America.
- Communicate the vision, mission, and program objectives of Boys & Girls Clubs of Fresno County and the national movement to staff, parents, members and the community served by the club.
- Establish a regular work schedule and regular program schedule.
- Conduct sports teams and/or leagues, recreation, education and guidance-oriented programs as necessary.
- Conduct small group sessions for members.
- Conduct recreational activities in game room, gymnasium, library, or given space.
- Assist in promoting, recruiting, and stimulating membership in the club via: word-of-mouth, flyers, presentations to the neighborhood schools, churches, and community based organizations and City Governance.
- Provide direct supervision of members ages 6-18.

- Provide mentorship and guidance services to club members.
- Establish a program setting that ensures the health and safety of members.
- Contribute to the overall positive and safe club climate for youth development.
- Track and report records of participation for administration and grant reports.
- Manage assigned supplies and equipment.
- Assist with club cleanliness, maintenance, and operations of assigned facilities, and club vans.
- Attendance at all staff meetings.
- Attendance at required trainings.
- Complete the Youth Development Professional courses on BGCA Spillet University.
- Transport members in vans and/or personal vehicles as requested and in accordance with the club safety policy.
- May consult with parents concerning member and clubhouse issues.
- May consult with community partners and agencies through grants and special projects.
- Other duties as assigned.

QUALIFICATIONS:

- Required Education: High School diploma or GED and two years experience in working with youth and knowledge of youth development.
- Other valuable experience includes participation in activities such as education, leadership, recreation, and case management, arts & crafts, and computers.
- The Program Assistant must have the ability to motivate youth, manage behavior problems, appropriately communicate the general public, ability to plan and implement quality programs for youth. The Program Assistant must have the ability to organize and supervise members in a safe environment.
- Must have current CPR/First Aid Certification or be willing to be certified through B&GCFC offered training.
- The ability to speak languages other than English is valuable.
- A valid Driver’s License and clean driving record.
- Must be 21 years old.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Employee must have own transportation, a valid driver’s license, a clean driving record, and be willing to transport youth as required; must be able to drive to any Club site; must be able to walk and lift binders and boxes required for delivery of materials. Some demonstration of physical activities will be required in this position and must pass background check.

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.

Printed Name: _____

Signed by: _____
Program Assistant
Date