



BOYS & GIRLS CLUB
OF FOND DU LAC, INC

POSITION DESCRIPTION

TITLE: Program Aide
DEPARTMENT: Programs
REPORTS TO: Unit/Extension Directors
HOURS: Non-Exempt; Part-time

PRIMARY FUNCTION:

Plans, implements, supervises and evaluates activities provided within a specific program area, such as Education, Special 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 plan, implement and administer programs, services and activities for drop-in members.
3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the unit at all times. Prepare activity reports.
4. Ensure a productive work environment by participating in monthly branch staff meetings.

Program Development and Implementation

1. Facilitate one “On the Spot Fun” activity daily.
2. A minimum of four days per week, program aids will incorporate a homework help/power hour component into the program schedule. Program aides will work with members to ensure that there is a productive work environment.
3. Ensure that all programs and activities occur daily as scheduled. Before each program starts, make sure all equipment and supplies are gathered.
4. At the end of the day, ensure that all program areas are clean and trash is picked up.

Program Aide

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. May attend field trips.
3. May provide first aid.
4. Assist in or handle special assignments or other duties as deemed necessary or important by supervisor.
5. May need to sit in on meetings with parents

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff, volunteers, 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 others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

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

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Must be able to function under fast paced and noisy conditions. Good interpersonal abilities-able to interact effectively with co-workers of all levels. Should be physically fit to engage in Club programs when necessary; may require being on feet for long periods of time. Physical requirements include: sight, hearing, sitting, standing, stooping, running, strenuous sports related activities, and lifting a minimum of 50lbs.

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.

Signed by: _____
Employee Date

Approved by: _____
Supervisor Date