

Teen Program Assistant Job Posting

Boys & Girls Clubs of Dorchester is seeking a Teen Program Assistant who is responsible for assisting and overseeing the delivery of a broad range of programs within BGCD's Teen Center. The Program Assistant will lead the teens in age appropriate development activities that promote: Healthy Lifestyles, Good Character and Citizenship and Academic Success. The hours are typically Monday through Friday from 2:30 to 8:00 or 6:00 pm.

KEY ROLES: (Essential Job Responsibilities)

- Greet members when they arrive and assist in the delivery of department-specific programs, activities, field trips and events as directed by the Program Director.
- Assist the Teen Program Director in establishing and maintaining area program goals and setting that ensures the health and safety of members.
- Maintain safety of members as a first priority. Emphasize personal safety and emotional wellbeing with members, parents and other program staff at all times.
- Assist in the supervision of members participating in programs and services within the program area as well as throughout the clubhouse as deemed appropriate.
- Participate in collaborative programs and events with staff from other clubhouses and other departments and community organizations as appropriate.
- Assist program partners and consultants who can offer related instruction, support and guidance to members.
- Ensure that members: actively participate in a variety of programs/activities; seek advice/guidance from staff in regard to problems; and receive caring, respect and recognition for their efforts.
- Support members learning and academic improvement through homework help and one-to-one tutoring to help develop better understanding of in-class and homework assignments and to identify resources to complete assignments.
- Review completed assignments and suggests ways to improve or supplement assignments.
- Provide positive feedback on the member's progress and encourage continued focus on academic excellence.
- Assist with teen program statistics, including tracking in Daxco.

ADDITIONAL RESPONSIBILITIES:

- Assist in the supervision of part-time high school staff when necessary
- Keep the Teen Center and other areas clean at all times.
- Help maintain Teen Program equipment.
- Demonstrate leadership to ensure conduct, safety and development of members.
- Assume other duties as assigned.

POSITION REQUIREMENTS:

- High School Graduate/GED
- Some college required
- Direct experience providing recreation programs for youth
- Knowledge of youth development principles
- Strong interpersonal and communication skills required
- Proven ability to work with and understand the needs of children and be committed to working with participants from a variety of backgrounds

- Knowledge of and commitment to carrying out the BGCD program philosophy and goals, a plus
- Ability to work independently and as part of a team
- Flexibility to work clubhouse hours especially as seasons and service needs change
- Must be or become CPR / FA certified
- Must consent to and pass a CORI/SORI and background check.