

BOYS & GIRLS CLUBS OF DORCHESTER
JOB DESCRIPTION

TITLE: Program Assistant
DEPARTMENT: Based on Assignment
REPORTS TO: Program Director (based on assignment)
FLSA: Part-Time Non-Exempt

JOB SUMMARY/PRIMARY FUNCTION:

The Program Assistant is responsible for assisting and overseeing the delivery of a broad range of programs within BGCD programming. The Program Assistants will lead the children in age appropriate development activities that promote:

- Healthy Lifestyles
- Good Character and Citizenship
- Academic Success

KEY ROLES: (Essential Job Responsibilities)

- Assist in the delivery of department-specific programs, activities, field trips and events as directed by the Program Director.
- Assist the Program Director in establishing and maintaining area program goals and setting that ensures the health and safety of members.
- Maintain safety of children as a first priority. Emphasize personal safety and emotional wellbeing with children, 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
- Assist with meeting objectives consistent with organizational goals and mission

ADDITIONAL RESPONSIBILITIES:

- Assist in the supervision of part-time high school staff when necessary
- 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

- 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.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club professional staff to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information; supervise and support subordinate staff; seek input from all program staff. Coordinate with other Program Directors, departments and staff

External: Volunteers, Parents and other outside agencies

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Moderate physical requirements. A majority of work is performed in a comfortable indoor facility, with some work performed outside, exposed to changing weather conditions. Must be consistently able to instruct and participate in a vast variety of sports and physical activities.

Occasional – Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; interruptions are common; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, handling objects with hands, talking and hearing. Job occasionally requires reaching, climbing, stooping, kneeling, crawling, crouching, pushing, pulling and lifting up to 50 pounds.