**Position:** Part Time Program Specialist  
**Responsible to:** Club Director

**General Function:** To plan and implement programs and activities for youth based on Boys & Girls Clubs of America youth development philosophy. Program areas include; art, recreation, sports & fitness, and prevention education. 15 – 20 hours per week. Monday – Friday 2:30 – 6:00.

**Professional/Educational Experience:**  
- Experience working with youth in groups. Experience teaching children.

**Skills/Knowledge:**  
- Bilingual a plus.  
- Ability to build and maintain effective relationships with children/youth.  
- Ability to structure and organize job responsibilities independently.

**Personal:**  
- High energy level.  
- Works well as a team member.  
- Expresses patience, caring and compassion.

**Responsibilities:**  
The following list of responsibilities is not meant to be all inclusive and may be adjusted to meet program needs.

**Program Services**  
- Plan for and implement programs and activities on a daily basis.  
- Work with Program Director to develop program plan.  
- Implement curriculum based programs through Boys & Girls Clubs of America.  
- Enforce discipline policy for members.  
- Translate as necessary.  
- Interact through games with members  
- Participate in program evaluation with Program Director.  
- Discuss problems or concerns regarding members with Department Heads.  
- Participate in new programs and activity development in health and prevention.

**Administrative Responsibilities:**  
- Gather information and resources for program.  
- Keep records on program activities, attendance, and participant reaction forms.  
- Maintain written program plans and evaluations.  
- Participate in regular supervisory meetings with Club Director.