



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.