

## ***Position Description***

**Title:** Program Assistant

**Reports to:** Branch Director

**Status:**  Exempt  Non-Exempt

**Salary Range:** \$8.50 – 11.50 per hour

**Work Schedule:** 15+ hours per week, including frequent evening hours as well as some weekend hours

### ***Primary Function:***

Implements and evaluates activities provided within specific areas, such as Education & Career Development, Character & Leadership Development, Health & Life Skills, the Arts, and Sports, Fitness & Recreation.

### ***Key Roles and Responsibilities:***

#### **Prepares Youth for Success:**

1. Creates an environment that facilitates the achievement of Youth Development Outcomes.
2. Ensure that members are encouraged to participate in a variety of program areas/activities and receive instruction and construction to develop skills in program areas.
3. Provide guidance and role modeling to members.

#### **Program Development, Implementation:**

4. Effectively implement and administer programs, services and activities for drop-in members and visitors.
5. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of Branch at all times.
6. Prepare periodic activity reports as requested.

#### **Supervision:**

7. Ensure a productive work environment by participating in regular staff meetings.

#### **Additional Responsibilities:**

8. May participate in special programs or events.
9. May be required to drive Club vehicles periodically.

10. Assume other duties as assigned.

***Relationships:***

**Internal:** Maintain close, daily contact with club staff and volunteers, Club members and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct and advise/counsel youth.

**External:** Maintain contact with external community groups, schools, member's parents and others to assist in resolving problems.

***Skills/Knowledge Required:***

- High School diploma or G.E.D.
- Experience working with children
- Knowledge of youth development
- Ability to motivate youth and manage behavior problems
- Ability to deal effectively with the general public
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- Mandatory CPR and First Aid Certifications
- Valid Driver's License
- Ability to pass required criminal and motor vehicle background checks

***Physical Requirements/Work Environment***

**Physical Activity**

- Frequent walking or standing
- Frequent ability to climb stairs
- Occasional ability to lift up to 40 lbs
- Occasional sitting for extended period of time
- Occasional computer use
- Occasional push, pull and twisting activity
- Occasional ability to drive a vehicle for Club activities

**Equipment Used**

- General office equipment, including but not limited to copiers, computers, fax machines
- First Aid equipment and personal protective equipment

**Environment Conditions**

- Operations take place both inside and outside the building, therefore variable temperatures and weather conditions occur.
- Building environment is on two levels and without elevator access; ability to climb stairs is required.

