



**BOYS & GIRLS CLUB
OF SOUTHWESTERN
OREGON**

Job Title: Program Assistant – Youth Center (Grades 1-4)

Job Summary

The Boys & Girls Club of Southwestern Oregon provides after-school programs for youth grades 1-12. Our programs focus on Healthy Lifestyles, Academic Success and Service.

Pay Rate: Hourly rate will be based on experience

Number of Hours: 25-35 hours per week during the school year

Essential Responsibilities:

- Create an environment that facilitates the achievement of Priority Outcomes (Healthy Life Styles, Academic Achievement, Good Character& Citizenship)
- Facilitate programs and activities indoors and outdoors with members
- Promote and stimulate program participation
- Provide appropriate supervision by being vigilant of members in program area, monitoring equipment and supplies
- Provide guidance and role modeling to members
- Set clear boundaries with members by enforcing Club rules and policies and ensure compliance
- Provide guidance to members with homework by applying learning practices from the school day
- Enforce all safety precautions and ensure that equipment is maintained in an appropriate manner
- Position yourself in program area to continually monitor and supervise the safety and behavior of members
- Report concerns relating to the members, families, staff or facilities to Unit Director/Program Director
- Maintain positive relationships with members, their parents and/or guardians and school staff
- Participate in weekly staff meetings
- Monitor programs and activities to ensure safety of members quality of programs and appearance of the Club at all times
- Participate in special programs and/or events as requested
- Perform other related duties as assigned by management staff

Qualifications:

- High School Diploma/Equivalent (Required)
- Some experience working with kids grades 1-12, preferred

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Required Knowledge, Skills and Abilities:

- Ability to effectively communicate verbally and in writing
- Ability to create and maintain a safe environment for kids
- Ability to manage a group of kids with distractions/interruptions
- Ability to model a physically and mentally healthy lifestyle
- Ability to deal with the general public in a professional, courteous manner
- Ability to motivate youth in a consistent and constructive manner, while maintaining a positive environment
- Ability to pass a criminal background check
- Ability to maintain confidentiality and professionalism

Licensure and/or Certification:

- CPR and First Aid certification, preferred
- Food Handlers certification, preferred

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