



BOYS & GIRLS CLUBS
OF BELLEVUE

POSITION DESCRIPTION

TITLE: Program Specialist (Education)

PERFORMANCE

PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: DropOut Prevention Director

Exempt Non-Exempt

PRIMARY FUNCTION:

Support Dropout Prevention Coordinator to Plan, implement, supervises activities provided in within a specific program area, such as Education, Special Education, Social Recreation, Arts & Crafts, and Physical Education. This position is part-time ranging between 20 and 25 hours a week.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:

- promote and stimulate program participation;
- register new members and participate in their club orientation process; provide guidance and role modeling to members.
- Ensure that all programs and activities and organized and conducted in a professional manner and are reflective of the Boys & Girls Club philosophies
- Provide support to youth and families at all times.

Program Development and Implementation

2. Effectively implement and administer programs, services and activities for drop-in members and visitors.
3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times. Prepare periodic activity reports.
4. Plan, coordinate, and implement daily and weekly activities for youth. Be prepared with weekly schedule and each rotation planned in advance using a variety of activities that utilize and teach diverse learning skills.
5. Aid in the continual development and implementation of new, fun, and educational activities for youth.
6. Aid in the development, planning, and implementation of on-going quarterly activities, special events, parent night, etc.
7. Aid with the coordination and facilitation of BGCA National programs (Youth of the Month, Youth of the Year, S.M.A.R.T. Moves, incentive programs, etc.)
8. Establish communication links between members, parents, teachers, school staff, police, community leaders and supervisors.

Supervision

9. Ensure a productive work environment by participating in weekly branch staff meetings.
10. Assist with the implementation and enforcement of safety policies/procedures regarding participant safety, risk management, and building security.
11. Assist with the up-keep of Club maintenance and appearance.
12. Handle minor youth conflict as it occurs in programs.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events including late night programming as needed.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED.
- Experience in working with children.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to deal 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 State Drivers License

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities Act.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Program Aide: _____

Incumbent Date: _____

Site Director: _____

Supervisor Date: _____