



BOYS & GIRLS CLUBS
OF BELLEVUE

POSITION DESCRIPTION

TITLE: Program Staff & Driver

PERFORMANCE

PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Unit Directors

Exempt Non-Exempt

PRIMARY FUNCTION:

Plans, implements, supervises and evaluates activities provided in within a specific program area, such as Education, Special Education, Social Recreation, Arts & Crafts, and Physical Education.

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 members and visitors.

3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the site 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 (Power Hour, 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, community leaders and supervisors.

Supervision

9. Ensure a productive work environment by participating in weekly 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.
2. Transport members in a Club vehicle for daily pick-ups and/or field trips.
3. Maintain Club Vehicle per van maintenance checklist.

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.
- Labeled as “acceptable” to drive Club vehicles by our auto insurance carrier

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 Staff: _____

Today's Date: _____

Site Director: _____

Supervisor Date: _____