



**BOYS & GIRLS CLUB
OF ALBANY**

JOB TITLE: Child and Youth Program Assistant

LOCATION: Boys & Girls Club of Albany

JOB FUNCTIONS:

1. Establishes a program setting that insures the health and safety of members.
2. Contributes to the creation of the overall Club's climate for youth development.
3. Plans programs and activities consistent with the organization's youth development mission.
4. Personally involved in implementing and carrying out daily programs and activities in multiple Core Program areas.
5. Provides guidance services.
6. Promotes and markets programs to the members.

PRIMARY FUNCTION:

Plans, implements, supervises and evaluates activities provided within a specific program area, such as Education, Prevention, 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;
- _ provide guidance and role modeling to members.

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 daily activity reports.

Supervision

4. Ensure a productive work environment by participating in weekly branch staff meetings.

SKILLS/KNOWLEDGE REQUIRED:

- College experience recommended
- High School diploma or GED.
- Experience in working with children. (May be a substitute for education)
- 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.

DURATION: Part-time

HOURS: 25 hours per week

After School

2:30pm-7:00pm Monday, Tuesday, Thursday, Friday

1:30-7:00 Wednesday

Summer

7:00am-6:00pm – Discussion with Program Director will take place to decide which shift you will work

COMPENSATION: \$11.25/hr. (DOE)