



Job Description: Program Assistant

As a Program Assistant, you will lead activities and provide positive supervision for groups of children, grades K-12. The position is perfect for college students (especially education or other youth-related majors) and teachers looking for after-school work.

Keys to success in this position will include a positive, high-energy outlook; experience working with youth or college courses in a youth-related field; and ability to serve as a positive role model for young people. Experience planning, leading and supervising activities for kids that are fun, educational, age-appropriate and structured is especially helpful.

You'll work 20 hours per week (to include scheduled Club times, program planning and prep time) at a pay rate above the NYS minimum wage, depending on education and experience. This position requires you to have a valid Driver's License and reliable transportation to the site location.

SUMMARY:

Under general supervision, assist with the administration of after school programs at the Boy and Girls Club.

DUTIES AND RESPONSIBILITIES:

1. Create an environment that facilitates the achievement of Youth Development Outcomes, including: promote and stimulate program participation; register new members and participate in their club orientation process; provide guidance and role modeling to members.
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. Ensure a productive work environment by participating in staff meetings.
5. May participate in special programs and/or events.
6. Other job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Must be at least 20 years old.
- Must pass pre-employment criminal background check.
- Experience in working with children.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Be able to function for more than 2 hours on your feet.
- Able to maintain a high level of energy.



- Be adaptable and flexible to change.
- 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 preferred, but not required.
- Valid Driver's License and reliable transportation required.

APPLICATION PROCEDURE:

Please send Resume & Cover Letter by email to: Boys & Girls Club of Massena
careers@bgcmassena.org

Review of applications and interviews will be ongoing, until any open positions are filled.

Equal Opportunity Employer