



Job Description: Program Staff

As Program Staff, you will 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 grades K-12 or college courses in a youth-related field; and ability to serve as a positive role model for young people. Experience supervising activities for children that are fun, educational, age-appropriate and structured is especially helpful.

You'll work 15 hours per week at a pay rate at or above NYS Minimum Wage, depending on education and experience. This position requires you to have reliable transportation to the site location.

SUMMARY:

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

SKILLS AND RESPONSIBILITIES:

1. Demonstrate knowledge of principles related to youth development, including an understanding of group dynamics and discipline and understanding of the population of youth served.
2. Communicate, listen and understand the children. Provide them with correct and timely information and feedback when requested.
3. Decision Making – The staff will identify problems, review courses of action with their supervisors, then assist with implementation of resolutions.
4. Leadership – Be a Role Model for co-workers, volunteers and especially members. Enhance and encourage the members to strive to meet their goals.
5. Demonstrate personal initiative to work and to achieve higher levels of responsibility to better serve the youth in all programs.
6. Assisting with planning & organizing programs and activities for our youth.
7. Safety, Health & Environment - Making sure that the members know the safety rules of the Club are understood and met.
8. Ensure a productive work environment by participating in any staff meetings.
9. May participate in special programs and/or events.
10. Other job-related duties as assigned.

OTHER REQUIREMENTS:

- Must be at least 20 years old.
- Must pass pre-employment criminal background check.



- Experience in working with children (volunteer or paid).
- 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 assist with the implementation of quality programs for youth.
- Ability to supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications preferred, but not required.
- State Driver's License preferred, but not 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