



BOYS & GIRLS CLUB
OF ELLETTSVILLE

Ellettsville Club Program Assistant

WORKING HOURS: Monday - Friday, 3-6 p.m.

DATES: August 10, 2018 - May 24, 2019

BASIC JOB FUNCTION: The Program Coordinator will be a support staff for our kindergarten through fifth grade afterschool and break day programs. During afterschool programming, the program assistant will assist with two one-hour program rotations per school day, with one program focusing academic and the other on healthy lifestyle, character & leadership development or arts programming. During break days, more programming may be required.

This site is funded by 21st Century Community Learning Center grants and has specific and rigorous management and tracking requirements, including, but not limited to: daily attendance tracking, activity tracking by member, additional expense reconciliations, field trip pre-approvals, annual reporting, etc.

EDUCATION/EXPERIENCE REQUIREMENTS: EDUCATION/EXPERIENCE REQUIREMENTS: 1 or more year's youth work experience preferred. Some college experience preferred. Individual must be able to work with large groups of youth, work in a fast-paced environment and have youth work knowledge.

SKILLS/KNOWLEDGE REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.
5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.

ESSENTIAL JOB FUNCTIONS:

1. Support programming with small groups (5-10 kids), regular groups (20-30 kids) and large groups (40+ kids) in recreation and academic settings.
2. Utilize the five (5) elements of positive youth develop: a safe positive environment, fun, supportive relationships, opportunities and expectations, and recognition.
3. Build positive relationships with co-workers, youth, parents, schools, and community.
4. Document disciplinary actions, physical injuries and incidents in program and report to professional staff.
5. Assist in tracking daily attendance and program outcomes, preparing data for reporting purposes when necessary.
6. Mandatory cleaning, set up and closing down of program area on a daily basis.
7. Participate in training and staff development activities.
8. Assume other programmatic and administrative duties as assigned.
9. Reports to Program Director.

If you are interested in applying for this position, please email the Ellettsville Unit Director, Tabitha Cassani, at tcassani@bgcbloomington.org or call (812)300-0100.