

Program Assistant

WORKING HOURS/PAY RATE: \$10-12/hour, 20-25 hours/week

VACATION/SICK DAYS: Unpaid, 2 per semester

HOLIDAYS: Unpaid days off

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

BENEFITS: None provided.

DATES: 8/3/2020 - 5/25/21

BASIC JOB FUNCTION: Assist with the development and leadership of programming for our k-6 program including planning and implementing daily programming and member management. Focus on providing fun, educational, and safe programming for club youth. Assist with direct service to youth through leadership of programs and activities, assist the operation of our daily program.

EDUCATION/EXPERIENCE REQUIREMENTS: EDUCATION/EXPERIENCE REQUIREMENTS: 1 or more year's program management experience required. Higher education degree preferred. Individuals must be knowledgeable of youth development practices.

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 relationships 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. Assist with tracking daily attendance, checking in members and other applicable program administrative duties.
2. Prepare information for reporting purposes when necessary.
3. Prepare daily material and supplies for all programs. Manage inventory of supplies.
4. Encourage a positive environment for members to learn, interact, and grow.
5. Assist with clean-up and organization of all program areas.
6. Build positive relationships with youth, volunteers, parents, schools, and community.
7. Report to the Program Director.
8. Assume other duties as assigned.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
2. Ability to work in a professional environment and positively represent organization under various levels of stress.
3. Ability to work on multiple projects and prioritize effectively.
4. Visual acuity for accurate reading, typing, filing and use of computer screens.
5. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
6. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
7. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
8. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
9. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Send Resume to
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