



## **Program Aid- BGC Ellettsville (Seven Oaks Site)**

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

HOLIDAYS: Unpaid days off

START DATE: August 2nd, 2021

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

### JOB DESCRIPTION:

The Program Aid will assist with program and classroom management. Assisting with a program can include developing and implementing all aspects of a high quality program. The Program Aid will regularly communicate with the Program Coordinator to identify best practices for successful outcomes related to programs, success of members, and safety. Program Aid will assist in managing Jr. Leaders. Gathering, distributing, and collecting materials on a daily basis. This individual will be asked to perform health screenings and cleaning/disinfecting of the program room and restroom. The Program Aid regularly meets with and reports to the Program Director. 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 of members, additional expense reconciliation, field trip pre- approvals, annual reporting, etc.

### QUALIFICATIONS:

1. 1 or more year's of youth work experience required.
2. Higher education degree preferred.
3. Individuals must be able to work with large groups of your and have education knowledge.

### ESSENTIAL JOB FUNCTIONS:

1. Develop and implement daily programs that encourage members to take part in
2. Encourage a positive environment for members to learn, interact, and grow.
3. Conduct active enrichment activities.
4. Assist with clean up and organization of all program areas.
5. Build positive relationships with youth, volunteers, parents, schools, and community.
6. Assist with tracking daily attendance and other applicable program administrative duties.
7. Assist with preparing information for reporting purposes when necessary.
8. Attend mandatory staff meetings and training sessions.
9. Report to the Program Director.
10. Assume other duties as assigned.

### WORK 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.
6. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.

7. Ability to work in a professional environment and positively represent the organization under various levels of stress.
8. Ability to work on multiple projects and prioritize effectively.
9. Visual acuity for accurate reading, typing, filing and use of computer screen.
10. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
11. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
12. 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.
13. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
14. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

**Boys & Girls Clubs of Bloomington is an Equal Opportunity Employer.**

**Send Resume to**  
**Eric Yandl- Unit Director**  
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