



## POSITION DESCRIPTION

- Title:** Program Assistant (Environmental Education & Science Program)
- Work Schedule:** Part-time – 20 to 25 hours per week, Monday – Friday, generally scheduled between 2:00pm-6:00pm with occasional later weekday and weekend responsibilities for training and special events. Opportunity for full-time employment during School Intercession Programs possible (this is equivalent to up to 14 weeks full-time employment).
- Reports To:** Education Specialist (with oversight from Vice President of Impact Advancement)

### **MISSION:**

*"Our Mission is to inspire and empower the youth of Monterey County to realize their full potential to become responsible, healthy, productive and successful citizens."*

### **PRIMARY FUNCTION:**

Working under the direction of the Education Specialist (with direct oversight from the Vice President of Impact Advancement), the Environmental Education & Science Program Assistant assists with planning and implementing hands-on, outcomes-based environmental and outdoor recreation learning opportunities for diverse Boys & Girls Club Members ages 6-18, including labs, classes, service projects, field trips and other forms of experiential learning activities that promote the wise use of resources, environmental stewardship and science focused learning that contributes to children and Teens achieving Academic Success, acquiring Healthy Lifestyles and developing their Good Character & Citizenship and the overall achievement of the BGCMC Mission.

This Program Assistant supervises and maintains a safe, well-organized environment conducive to learning in the outdoors and the Salinas and Seaside Science Centers. S/he contributes to developing a learning environment that is fun, engaging and supportive that maximizes Member attendance, participation and learning and assists them in having increased opportunities to be experientially involved in learning science and environmental education, becoming more knowledgeable and proficient in science, increasing their exposure to careers in science, the environment and technology, improving school performance and continuing to progress towards achieving Academic Success, acquiring Healthy Lifestyles and developing Good Character & Citizenship.

This position requires strong leadership and supervision skills both in working directly with Members, Staff and Volunteers.

### **RESPONSIBILITIES:**

#### **1. *Prepare Youth for Success***

- Learn the names of Members and develop positive relationships with youth;
- Know and implement the youth development strategies to assist Members in achieving Boys & Girls Clubs outcomes;
- Recruit Members of all ages into the Environmental Education Program daily, providing them with assistance with opportunities to develop academic skills;
- Provide guidance, mentoring and role modeling to Members;
- Supervise Members on field trips;
- Utilize BGCMC Incentive System effectively (e.g. awarding Boys & Girls Club Dollars);
- Respect confidentiality of Members, employees, volunteers and information;
- Strive to achieve a high standard of professionalism in effective communication, personal motivation, and interpersonal skills with Members, peers, superiors, parents, volunteers and the general public;
- Contribute to the successful implementation of policies and procedures, professional standards and communication throughout the Boys & Girls Clubs of Monterey County; and
- Supervise assigned Program Assistants and Volunteers in providing excellent service to Members and assisting them in understanding and adhering to BGCMC policies and procedures.

#### **2. *Assist with Planning, Implementing & Evaluating Programming and Curriculum***

- Participate in the setting and achievement of Project Learn and organizational goals related to Science and Environmental Education programming;
- Implement curriculum within established framework for the Science programming by knowing and teaching a variety of scientific, environmental and conservation concepts;

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- Assist with planning, organizing and implementing school break morning programs;
- Facilitate events and activities outside of standard programming to enhance Members' knowledge, understanding and skill in Science and the Environment (e.g., guest speakers, field trips, Science Clubs, environmental service clubs, special events, etc.); and
- Ensure quality improvement by assisting with monitoring and evaluating program achievement against target goals, recommending modifications that respond to Member needs and interests.

### **3. Stewardship of Resources**

- Maintain a sense of order and control in the Science Center and other locations of programming at by using good judgment and enforcing rules fairly, firmly, consistently and kindly;
- Maintain an environment that insures the health and safety of members by monitoring the Science Center and other locations of programming by maintaining a high degree of awareness to ensure a safe environment; and
- Insure proper care of Boys & Girls Club property (tables, computers, books, CD-ROMS, equipment, etc.) by identifying and addressing anything out of order.
- Establish and ensure maintenance of a well-organized, clean and safe environment in assigned areas conducive to a productive learning and working environment;
- Maintain an inventory of all relevant program equipment and supplies and ensure they are in good working order;
- Provide accurate record keeping and reporting including activities and events conducted, breakdowns of daily participation figures, notable achievements and any problems/issues;
- Increase visibility of Mentoring Initiative programming via announcements of upcoming events and the dissemination of timely information for the development of advertising and promotion through mailings, fliers and media releases;
- Participate in the budgeting process, recommend requisitions to supervisor for approval and control expenditures within approved budget; and
- Complete and submit written reports as requested, manage files and handle clerical functions to support Mentoring Initiative.

### **4. Talent Management**

- Support effective performance of assigned Clubhouse staff and volunteers in outstanding day-to-day facilitation of environmental education and science related activities by assisting with orientation, training, ongoing professional development and performance management; and
- Insure that established Boys & Girls Club youth development strategy is implemented, BGCMC culture and standards are upheld, and rules and policies are enforced.

### **5. Collaborate With Internal and External Partners**

- Maintain daily contact with Club Members, Staff and volunteers, to maintain a cooperative, respectful environment and to achieve strategic goals and objectives specific to the Mentoring Initiative and BGCMC goals. Attend meetings within BGCMC;
- Serve as a full team player and contribute to the success of other BGCMC Departments; and
- Establish, maintain and cultivate relationships with external stakeholders, including: Members' Parents/Families, schools and institutions of higher education, other youth serving organizations, arts groups, funders, businesses, etc. to support fulfillment of BGCMC Mission and organizational goals. Attend meetings in the community.

### **6. Other Responsibilities**

- Assist with special programs and/or events and participate in the implementation of Unit-based activities as necessary;
- Required to transport youth in BGCMC vehicles regularly; and
- Will consult with parents and potentially teachers concerning Member and program issues.

### **DAILY DUTIES:**

1. Set-up, facilitate and clean-up for classes, field trips, activities and special events;
2. Assist in supervising Program Assistants and Volunteers;
3. Encourage Members to participate in science and environmental activities;
4. Monitor and constantly interact with Members during program hours;
5. Assist with science related homework;
6. Keep track of daily attendance, insuring that established maximum capacity is not exceeded;
7. Manage check out system for equipment, books, binoculars, testing equipment, etc;
8. Supervise Members on outdoor field trips, during indoor activities and other locations of Science and Environmental programming;
9. Assist in animal care and maintaining habitats to promote optimum health;
10. Engage Members in conversations that test their knowledge, encouraging them to work on improving weak areas and praising them for good study and work habits;

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11. Resolve conflicts that may occur between Members in a fair, firm, consistent and kind manner; and
12. Perform other duties as assigned.

### **ADDITIONAL ACCOUNTABILITIES:**

#### **Environmental and Working Conditions:**

- This position requires the ability to perform work in the outdoors as well as in a fast paced, high energy, interactive environment.

#### **Physical and Mental Requirements:**

- Demonstrated ability to:
  - Be open to performing multi-faceted projects in conjunction with day-to-day activities.
  - Effectively communicate with a variety of audiences in various settings.
- Must have a reliable and accessible mode of transportation to commute occasionally between Club sites.

#### **Maintain and uphold the eight attributes of integrity:**

1. **CHARACTER:** Consistency between word and deed
2. **HONESTY:** Truthful communication
3. **OPENESS:** Operational transparency
4. **AUTHORITY:** Employee encouragement
5. **PARTNERSHIP:** Honor obligations
6. **PERFORMANCE:** Accountability throughout the organization
7. **CHARITY:** Generous community stewardship
8. **GRACIOUSNESS:** Respect and discipline

### **QUALIFICATIONS:**

#### **Minimum Qualifications Required:**

- Successfully complete pre-employment background check, fingerprinting and drug testing;
- A positive attitude and mature personality conducive to working effectively as a team player with diverse Members, Staff, Volunteers, Parents/Guardians and other stakeholders;
- Associates degree in Science or Environmental Education or related field (additional years of experience may substitute for an equal number of years of education);
- A minimum of 2 years experience environmental education for youth;
- Proven ability and experience in facilitating workshops and trainings for youth;
- Excellent interpersonal, oral and written communication skills; and
- Exceptional ability and aptitude to:
  - Collaborate to achieve BGCMC Mission;
  - Enact and uphold BGCMC's values of being an Integrity-based youth development agency (i.e., character, honesty, openness, authority, partnership, performance, charity and graciousness);
  - Make correct decisions within established mission, values and policies;
  - Adhere to *BGCMC Minimum Standards and Expectations of All BGCMC Staff* (refer to [http://www.bgcmc.org/PDF/Minimum\\_Standards\\_Expectations\\_BGCMC\\_Staff.pdf](http://www.bgcmc.org/PDF/Minimum_Standards_Expectations_BGCMC_Staff.pdf)).

#### **Specialized Skills Required:**

- Ability to perform responsibilities and adapt to changes in a highly interactive, dynamic environment;
- Proven ability to cultivate positive relationships with youth ages 6-18 and to offer quality, engaging and fun educational opportunities;
- Science and environmental content knowledge and ability to implement multicultural educational strategies needed to fulfill the responsibilities of this position;
- Competence in utilizing technology to maximize workplace efficiency and youth development programming;
- Must have access to own, reliable transportation; and
- Ability to meet requirements within 30 days of employment to drive youth to fieldtrips using BGCMC vehicles.

#### **Highly Desirable Qualifications:**

- Oral and written fluency in Spanish and English;
- Proven knowledge, understanding of youth development &/or educational work with youth, families and organizations of Monterey County communities, especially those located in the Salinas Valley and on the Monterey Peninsula;
- Successful experience as a Boys & Girls Clubs youth development professional or other extensive youth development or teaching experience;
- Bachelors degree in field relevant to fulfilling responsibilities of this position (e.g., Environmental Education, Science Education, etc.);

