



POSITION DESCRIPTION

- Title:** Program Assistant, Literacy Leader
- Work Schedule:** Part-time – 10 to 20 hours per week, Monday – Friday, generally scheduled between 2:30pm-6:00pm with occasional work schedule change to accommodate special project meetings, trainings and events.
- Reports to:** Lead Program Assistant, Literacy Initiative
- Considerations:** This is a grant funded position so it is important to note that the position is currently available until the project end date (currently set for December 31, 2011).

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:

As an essential team member of the "Great Readers" special project aimed at improving the reading and literacy skills of Club Members, the Program Assistant, Literacy Leader is responsible for facilitating reading and literacy enriching activities to youth 6 to 18 years old, with special emphasis in working with assigned first grade Club Members to assist them in measurably improving their reading skills and literacy.

KEY ROLES/RESPONSIBILITIES:

1. Enact Basic BGCMC Youth Development Principles

- Demonstrate leadership to assure conduct, safety and development of Members;
- Learn the names of Members and develop positive relationships with youth;
- Know and implement the youth development strategy consistently to assist Members in achieving Boys & Girls Clubs Youth Development Outcomes/Great Readers project goals;
- Recruit Members of all ages to participate in assigned reading and literacy enriching programming;
- Implement fun activities with high level of energy to attract maximum Member participation;
- Provide guidance, mentoring and role modeling to Members;
- Support youth in following Club Rules, addressing discipline situations fairly, firmly, consistently and kindly;
- 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; and
- Contribute to the successful implementation of policies and procedures, professional standards and communication throughout the Boys & Girls Clubs of Monterey County.

2. Serve as a Book Buddy for a minimum of 5 to 10 first graders experiencing difficulty with reading and literacy.

- Facilitate weekly one hour one-to-one reading sessions with assigned youth (youth will read to adult and adult will read to the youth);
- Cultivate effective mentoring relationship with assigned youth evidenced by youth participation and progress in improving her/his reading and literacy skills;
- Note, record, analyze, act upon and report youth progress in reaching defined goals as well as assist with overall project evaluation;
- Communicate youth progress and challenges to appropriate Club Staff as well as to youth, parent and teacher; and
- Utilize BGCMC incentive and rewards system to encourage and recognize youth participation, progress and achievement.

3. Contribute to a literacy rich Club environment that inspires youth to read and become more literate.

- Plan and engage youth in high yield learning activities that involve them in reading and literacy building activities (e.g., book clubs, Meet the Author & Illustrator, etc.) as well as Club-wide special events (e.g, Reading Challenges, Read Across America Day, etc.);

- Assist with implementation of monthly Family Literacy activities that: 1)engage each youth and her/his family in improving their reading and literacy skills while enjoying time together and relationship building with Club staff; and 2)improve their knowledge of community resources, especially those that can assist in improving reading and literacy skills; and
 - Make recommendations for improving the literacy rich Club environment.
- 4. Participate in on-going training and professional development to ensure the success of youth and Great Readers project.**
- Participate fully in project team meetings, training and professional development as required.

Essential Working Relationships:

- Maintain daily contact with Club Members, Staff and volunteers, to maintain a cooperative, respectful environment and to achieve strategic goals and objectives specific to Great Readers project and BGCMC goals. Attend meetings within BGCMC; and
- Steward 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.

Physical and Mental Requirements:

- Demonstrated ability to:
 - Maintain the mental and physical stamina to work effectively with youth and their families in a dynamic, high energy youth development setting.

Maintain and uphold the eight attributes of integrity:

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

Minimum Qualifications*:

- A positive attitude and mature personality conducive to working effectively as a team player with diverse Youth, Staff, Volunteers, Parents/Guardians and other stakeholders;
- A minimum of one year post-secondary education (more than 3 years direct experience working with youth or experience related to literacy work can substitute for the formal education);
- Cultural competency, especially related to effectively serving youth and families from disadvantaged socio-economic groups with effective interpersonal, oral and written communication skills. Bi-lingual English and Spanish preferred; and
- Exceptional ability and aptitude to make correct decisions within established policies and commitment to adhere to BGCMC Code of Conduct (see end of this description for overview).
- Must embrace and uphold the operational values of the organization, including exceptional ability and aptitude to:
 - Collaborate to achieve BGCMC Mission;
 - Enact and uphold BGCMC's values as an Integrity-based youth development agency (i.e., character, honesty, openness, authority, partnership, performance, charity and graciousness; refer to http://www.brachercenter.com/article_BoysAndGirlsClub.html);
 - 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).
- **Skills** required in the following areas.
 - **Communication Skills:** Informing, Listening, Presenting, Facilitating, Writing
 - **Decision-making Skills:** Analyzing, Fact Finding, Judgment, Systemic Thinking
 - **Leadership Skills:** Developing Commitment, Facilitation, Team Building
 - **Planning Skills:** Action Planning and Organizing, Monitoring, Strategic Planning
 - **Relationship Skills:** Meeting Skills, Networking, Relationship Building
- **Before an offer of employment is extended, the selected candidate must successfully complete a background check and drug test.*

Highly Desirable Qualifications:

- Bilingual (English and Spanish) fluency and proficiency – verbal and written skills;
- Formal training and education related to effectively supporting the success of youth, particularly those from disadvantaged socio-economic backgrounds, to improve their reading and literacy skills.

COMPENSATION:

\$9 - \$10/hour dependent upon qualifications.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

APPLICATION PROCEDURES:

A completed BGCMC official application, resume and cover letter must be received in the Human Resources Office to be considered for this position.

Submit completed applications: By FAX to (831) 394-4898, by mail to P.O. Box 97, Seaside, CA 93955 or in person to our Seaside Unit located at 1332 La Salle Avenue. Materials submitted become the property of BGCMC and will not be returned. **PRIORITY SCREENING DEADLINE: Friday, March 11, 2011.**

To obtain the required BGCMC application form, visit the BGCMC website at www.bgcmc.org, or visit our Administration Office located at our Seaside Unit between 9:30am – 4:30pm, Monday – Friday.

BGCMC is an EEO employer committed to excellence through diversity. All employees must be eligible for employment in the U.S.