



POSITION DESCRIPTION

Title: Lead Program Assistant, Science

Work Schedule: Part-time, 25-30 hours per week, Monday – Friday, generally scheduled between 12:00pm-6:00pm with occasional weekend responsibilities for training and special events. Expectation of full-time employment during School Intercession Programs (this is equivalent to up to 14 weeks full-time employment).

Reports to: Education Specialist

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, the Lead Program Assistant, Science assists with implementing hands-on, experiential science learning opportunities for diverse Boys & Girls Clubs Members ages 6-18, including labs, classes, service projects and other forms of experiential learning as well as activities that promote the wise use of resources. The Lead Program Assistant, Science supervises and maintains a safe, well-organized environment conducive to learning in the Science Center.

He/she also contributes to developing a learning environment that is fun, engaging and supportive that maximizes Member attendance, participation and learning. The Lead Program Assistant, Science also assists Members in having increased opportunities to be experientially involved in learning science, becoming more knowledgeable and proficient in science, increasing their exposure to careers in science and technology, improving school performance and continuing to progress towards fulfilling the Youth Development Outcomes articulated by the Boys & Girls Club Movement.

This position requires the ability to engage Members in learning and mediate conflicts, maintain order and safety, and enact basic supervisory skills in working with Members, Staff and Volunteers.

KEY ROLES/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 Science Center daily, providing them with assistance with opportunities to develop academic skills;
- Provide guidance, mentoring and role modeling to Members;
- Utilize the Boys & Girls Clubs of Monterey County 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 the Boys & Girls Clubs of Monterey County policies and procedures.

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

- Participate in the achievement of organizational goals related to Science programming;
- Implement curriculum within established framework for the Science programming by knowing and teaching a variety of scientific concepts;
- Assist with facilitating events and activities outside of standard programming to enhance Members' knowledge, understanding and competencies in Science (e.g., guest speakers, field trips, Science Clubs, special events, etc.); and

- Ensure quality improvement by assisting with monitoring and evaluating and reporting program achievement against target goals, recommending modifications that respond to Member needs and interests.
- 3. Maintain Order & Safety in Locations of Science Programming**
- Maintain a sense of order and control in the Science Center and other locations of Science programming at the Boys & Girls Clubs 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 Science programming by maintaining a high degree of awareness to ensure a safe environment; and
 - Insure proper care of Boys & Girls Clubs property (living creatures such as bearded dragons, tarantulas, frogs, etc., tables, computers, books, CD-ROMS, magazines, equipment, etc.) by identifying and addressing anything out of order.

EXAMPLE DAILY DUTIES:

- Set-up, facilitate and clean-up for classes, activities and general program time;
- Assist in supervising Program Assistants and Volunteers;
- Encourage Members to participate in science activities;
- Monitor and constantly interact with members during open sessions;
- Assist with science related homework;
- Keep track of daily attendance;
- Manage check out system for equipment, books, videos, etc;
- Supervise opening and closing of the Science Center and other locations of Science programming;
- Assist with keeping animals alive and healthy and habitats maintained to promote optimum health;
- 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;
- Resolve conflicts that may occur between Members in a fair, firm, consistent and kind manner; and
- Perform other duties as assigned.

ADDITIONAL ACCOUNTABILITIES:

Essential Working Relationships:

- Internal - Maintain close, daily contact with Club Members, Staff (professional and volunteer), to receive and provide information, discuss issues, explain guidelines/instructions, instruct and advise.
- External - Maintain contact with external stakeholders, including: Members' Parents/Families, schools and institutions of higher education, other youth serving organizations, businesses and community groups to support fulfillment of BGCMC Mission.

Environmental and Working Conditions:

- This position requires the ability to perform work in an office setting as well as in a highly interactive and emotionally and physically stimulating environment. Occasional travel between Club sites is required.

Physical and Mental Requirements:

- Demonstrated ability to:
 - Maintain a high energy level.
 - Be comfortable 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:

- | | |
|--|---|
| <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> |
|--|---|

Supervisory Responsibilities

- Provide direct and indirect supervision to part time youth development professionals.

QUALIFICATIONS REQUIREMENTS:

Minimum Qualifications:

- Successfully complete pre-employment background check 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;
- Sincere interest in science education with knowledge of general science concepts and curricula;
- Some postsecondary education in Science or related field. Candidates with Associates or Bachelors Degree are preferred;
- A minimum of one year of youth development work experience;
- A minimum of one year experience supervising and managing performance of Staff and/or Volunteers;
- Responsible, dependable and can take initiative;
- Excellent interpersonal, oral and written communication skills; and
- Exceptional ability and aptitude to make correct decisions within established policies and commitment to adhere to BGCMC [Minimum Standards and Expectations](#) of All BGCMC Staff.

Specialized Skills Required:

- Proven ability to cultivate positive relationships with youth between the ages 6-18 and to offer high-quality, engaging and fun youth development programming addressing youth interests and needs;
- Ability to perform responsibilities and adapt to changes in a highly interactive, dynamic environment;
- Science related content knowledge and ability to implement multicultural educational strategies needed to fulfill the responsibilities of this position;
- Ability to supervise youth, staff and volunteers, and providing positive direction, discipline and performance management;
- Competence in utilizing technology to maximize workplace efficiency and youth development programming; and
- Must have access to own transportation.

Highly Desirable Qualifications:

- Oral and written fluency in Spanish and English;
- Bachelors degree in Science Education or related field;
- 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;
- Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Internet Explorer, and Adobe Photoshop & Illustrator;
- Experience in planning, implementing and assessing youth development programming;
- Valid Class B Driver's License; and
- First Aid & CPR Certification.

COMPENSATION:

Range starting at \$11.00 per hour based on qualifications. Paid benefits package including accrual of up to one-week paid vacation, Medical, Vision, Pension and 403(b) Plan Investment Options. Professional development opportunities are available contingent upon funding and approval. This position is classified as non-exempt and as such is eligible for the overtime provisions of the Fair Labor Standards Act.

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 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.

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.