



## POSITION DESCRIPTION

**Title:** **Program Assistant**

**Work Schedule:** Part-time – up to 25 hours per week, Monday – Friday, generally scheduled between 1:00pm-6:00pm with occasional 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:** Lead Program Assistant

### **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 a Lead Program Assistant, Specialists and Unit Director the Program Assistant is responsible for outstanding daily implementation of Boys & Girls Clubs of Monterey County's (BGCMC's) award winning youth development programming and services for diverse youth ages 6-18, at an assigned BGCMC Unit to achieve the BGCMC Mission.

### **KEY ROLES/RESPONSIBILITY:**

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

- 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;
- Recruit Members of all ages to participate in programming;
- Implement fun activities with high level of energy to attract maximum Member participation while assisting them in learning proper technique and obtaining the Youth Development Outcomes;
- 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. *Implementing & Assisting with Planning, Evaluating Programming and Curriculum***

- Implement activities with a high degree of fun to get maximum participation while also teaching youth proper technique and assisting them in obtaining the Youth Development Outcomes;
- Assist with implementing special events and activities to enhance Members' knowledge, understanding and skills (e.g., Family Nights, outreach, etc.); and
- Assist with tracking and reporting program participation and achievements, recommending modifications that respond to Member needs and interests.

#### **3. *Maintain Order & Safety***

- Maintain a sense of order and control at the Boys & Girls Club by using good judgment and enforcing rules fairly, firmly, consistently and kindly;
- Maintain an environment that insures the health and safety of members by maintaining a high degree of awareness to ensure a clean and 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.

### **DAILY DUTIES:**

- Implement standard operating procedures for opening, running and closing assigned program area - ensuring safety of Members and utilization of youth development strategy at all times;
- Recruit and engage youth in activities, assisting them in obtaining the Youth Development Outcomes;
- Assist Members in learning how to use and care for supplies and equipment properly;
- Run activities at the scheduled times with a high level of fun, Member participation and order;
- Address Member discipline situations fairly and correctly, assisting them to resolve conflicts in a fair, firm, consistent and kind manner;
- Foster positive youth development relationships with Members, engaging them in conversations and activities that test their knowledge, encouraging them to work on improving weak areas and praising them for effort, good conduct and achievements;
- Assist in tracking daily attendance and program activities;
- Provide prompt, professional, courteous service for members and the general public, including conducting tours of the building, effectively explaining programs and services offered;
- Serve as a positive force in the organization and achieve a high standard of professionalism and customer service through effective communication, personal motivation, and interpersonal skills with Members, peers, superiors, parents and the general public; and
- Perform other duties as assigned.

### **ADDITIONAL ACCOUNTABILITIES:**

#### **Essential Working Relationships:**

Internal: Maintain close, daily contact with Club professional staff and Volunteers to interpret and explain organizational mission, program objectives and standards, discuss issues, and provide/receive information. Cultivate ongoing relationships with members providing discipline, wise guidance and counsel as appropriate.

External: Maintain contact with community groups, schools, members' parents and others required and approved by the CEO. Publicize the club in order to increase awareness whenever possible in order to increase financial support and expand outreach efforts.

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

- This position requires the ability to perform work in a highly interactive and emotionally and physically stimulating environment.

#### **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.

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

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| <p><b>1. CHARACTER:</b><br/>Consistency between word and deed</p> <p><b>2. HONESTY:</b><br/>Truthful communication</p> <p><b>3. OPENESS:</b><br/>Operational transparency</p> <p><b>4. AUTHORITY:</b><br/>Employee encouragement</p> | <p><b>5. PARTNERSHIP:</b><br/>Honor obligations</p> <p><b>6. PERFORMANCE:</b><br/>Accountability throughout the organization</p> <p><b>7. CHARITY:</b><br/>Generous community stewardship</p> <p><b>8. GRACIOUSNESS:</b><br/>Respect and discipline</p> |
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### **QUALIFICATION 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;
- High School diploma or GED;
- Experience working with children;
- Responsible, dependable and can take initiative;
- Excellent interpersonal, oral and written communication skills;
- Ability to motivate youth and address conflict appropriately;
- Ability to implement fun, quality learning activities for youth; 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; refer to [http://www.brachercenter.com/article\\_BoysAndGirlsClub.html](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](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;
- Competence in utilizing technology to maximize workplace efficiency and youth development programming; and
- Must have access to own transportation.
- **Skills** required in the following areas.
  - **Communication Skills:** Informing, Listening, Presenting, 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

**Highly Desirable Qualifications:**

- Proven ability to effectively implement youth development activities in one or more of the following Core Areas of programming (indicate on application which Area, if any, you have experience in):
  - **Character Development and Leadership Development** empower youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and others' cultural identities.
  - **Education and Career Development** enable youth to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to epitomize employability. BGCMC's Science Center, Technology Center and Learning Center are central to providing these opportunities.
  - **Health and life skills** develop young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and develop the competencies to live successfully as self-sufficient adults.
  - **The Arts** enable youth to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts and crafts, performing arts and creative writing.
  - **Sports, Fitness and Recreation** develops fitness, positive use of leisure time, and skills for stress management, appreciation for the environment and social and interpersonal skills.
- Oral and written fluency and proficiency 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;
- Proficiency in Microsoft Word, Excel, PowerPoint, Publisher, Outlook and Internet Explorer; and
- First Aid & CPR Certification (required to obtain within 90 days of employment).

**COMPENSATION:**

\$8.00 - \$11.00 per hour based on qualifications. 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 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.

To obtain the required BGCMC application form, visit the BGCMC website at [www.bgcmc.org](http://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.