



**BOYS & GIRLS CLUBS
OF AMERICA**

POSITION DESCRIPTION

TITLE: Program Aide

PERFORMANCE

PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Program Administrator/Manager, Program Director or Branch Director

FLSA STATUS: Exempt Non-Exempt

PRIMARY FUNCTION:

The Program Aide / Youth Development Professional plans, implements, supervises members and evaluates activities provided within a specific program area, supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
 - promote and stimulate program participation;
 - register new members and participate in their club orientation process;
 - provide guidance and role modeling to members.

Program Development and Implementation

2. Effectively implement and administer programs, services and activities for drop-in members and visitors.
3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times. Prepare periodic activity reports.

Supervision

4. Ensure a productive work environment by participating in weekly branch staff meetings.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. May be required to drive Club van.

