



BOYS & GIRLS CLUBS
OF HARFORD COUNTY

POSITION DESCRIPTION

TITLE: Program Aide (Aberdeen)

PERFORMANCE PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Operations

EMPLOYMENT STATUS: PART TIME (15 HRS PER WEEK)

REPORTS TO: Unit Director

Exempt

Non-Exempt

PRIMARY FUNCTION:

Provides support and direction for activities provided within a variety of specifically-focused program areas, such as Education, Technology Education, Social Recreation, Arts & Crafts, and Physical Education.

KEY ROLES (Essential Job Responsibilities):

A. 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;
2. Provide guidance and role modeling to members.
3. Assist in the supervision and discipline of member participating in programs and services within the program area as well as throughout clubhouse as deemed appropriate.

B. Program Development and Implementation

4. Effectively implement and administer programs, services and activities for members and visitors
5. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the club at all times.
6. Prepare periodic activity reports. Enter appropriate attendance data in tracking system.
7. Participate in collaborative programs and events with staff from other clubhouse departments as well as staff from other BGCHC clubhouses and community organization as appropriate.

C. Supervision

8. Ensure a productive work environment by participating in weekly club staff meetings.
9. Travel between sites and to activities as needed.

ADDITIONAL RESPONSIBILITIES:

- May participate in special programs and/or events.
- May be required to drive Club van.
- Other duties as assigned

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions; instruct; and advise/counsel.

External: Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED.
- Experience in working with children.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications.
- Valid State Drivers License

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Please evaluate and describe any physical skills, abilities or working conditions that are required to perform the essential duties of this position, as required by the Americans with Disabilities 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.

Signed by:

Incumbent	Date
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Approved by:

Supervisor	Date
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Reviewed by:

Chief Professional Officer	Date
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