



POSITION DESCRIPTION

TITLE:	Program Aide
PERFORMANCE PROFILE SOURCE:	Youth Development Professional
DEPARTMENT:	Programming
REPORTS TO:	Site Coordinator
STATUS:	Non-Exempt
Grade:	1

PRIMARY FUNCTION:

Plans, implements, supervise and evaluate activities provided within a specific program area, such as Education/Career Development, Arts/Crafts, Sports/Fitness/Recreation, Health/Life skills and Career Leadership Development.

SKILLS/ESSENTIAL FUNCTIONS:

- Learn about programming requirements and objectives for the following 5 core areas:
 1. Education/Career Development
 2. Character Leadership Development
 3. Health/ Life Skills
 4. Sports/Fitness/Recreation
 5. Arts/Crafts
- Deliver effective programs and encourage member participation in all core areas, with the oversight and direction of the Site Coordinator.
- Demonstrate skills both verbal and written to communicate with a diverse population of members, as well as adults.
- Maintain a clean and orderly environment at all times.

CERTIFICATION/ASSOCIATION

- Become CPR/First Aid certified.
- Must be registered with Boys & Girls Clubs of America (www.bgca.net).
- Must complete a combined total of (16) hours of training, specifically the following (3) courses offered through *Leadership University: School of Youth Development*. (CORE, Child Safety, Providing Informal Guidance and Discipline).

- May be required to obtain commercial driver's license within 120 days, as relevant to the position.

EDUCATION/EXPERIENCE REQUIREMENTS:

- High School Diploma or GED Equivalent
- 0-6 months of experience working with youth or teens

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- Must be able to perform duties which require walking, talking, hearing, standing, sitting, bending for long periods of time. May occasionally be required to kneel, run and/or climb.
- Must be able to use hands and arms to enter data into the computer, use the telephone and other office equipment
- Must be able to lift, move manipulate and or hold objects up to 45 pounds. Objects that exceed the 45 pound weight limit require additional assistance when moving, lifting or manipulating.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

DISCLAIMER: This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as desired.

Signed by: _____
Employee Date