



BOYS & GIRLS CLUB
OF COLLIER COUNTY

POSITION POSTING

TITLE: Program Assistant - Library

PERFORMANCE PROFILE SOURCE: Youth Development Professional

REPORTS TO: Volunteer and Community Partnership Director

Non-Exempt

Primary Function:

Supervises children in library programs including ready readers, tutoring, educational activities and curriculum. Assists the Volunteer and Community Partnership Director by completing various duties involved in the scheduling and attendance of members.

KEY ROLES:

Prepare Youth for Success:

1. Ensure programs, services and activities that prepare youth for success, promoting safety of members and quality in programs at all times. Provide guidance and role modeling to members.

Program Development and Implementation

2. Develop programming that is appropriate and challenging for the members. Programs may be assigned for 1st grade through 8th grade.
3. Provide programming that allows youth an opportunity to use their skills to complete real-world projects.
4. Integrate National BGCA Programs into the organization's program.

5. Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests.
6. Participate in staff meetings, arriving on time, prepared to discuss ideas, problems and goals, and give input into further development of both your specific program and the overall club program.

Health and Safety

7. Ensure a healthy and safe environment, supervising members in program area.

Job Duties:

- a) Monitor and/or supervise all library activities. Assist with data entry, scanning and record keeping for volunteer and tutor program.
- b) Instruct members on proper use of supplies, equipment and safety. Organize and maintain library resources for tutor program
- c) Assist in the development of curriculum and recommend additional resources to be used in the program.
- d) Adhere to organizational policies and procedures in all programs.
- e) Submit to Volunteer and Community Partnership Director lists of supplies and materials needed
- f) Keep records of all classes, recording each group's attendance, participation, progress and achievements. These are to be maintained in a filing system in a professional manner, ready at anytime for inspection by the Board, Advisory Board, President/CEO, Site Director, Program Director or BGCA.
- g) Attend special instruction seminars, workshops and conferences as assigned for the purpose of furthering job skills.
- h) Responsible for correcting problems with members as you are aware of them. Any conferences with parents are done by the Unit Director or Volunteer and Community Partnership Director. Keep Volunteer and Program Director updated on any behavioral issues with members.
- i) Assist in maintaining the overall appearance of the Club by helping with cleanup each day, completing clean-up assignments, keeping desk, work and instructional areas neat and insuring that the Club is ready for visitors at anytime.
- j) Administer first aid when needed and complete an incident report for any situation causing injury to a member or requiring a member to receive medical attention.
- k) Responsible for submitting requests to Volunteer and Community Partnership Director for special time off or early leave at least two weeks in advance in order to insure proper staff coverage
- l) Understand that your programs will be evaluated by Site Director on an ongoing basis.
- m) Constantly develop and maintain flexibility in dealing with job assignments, center programming, center members, staff and parents. Understand that as a professional staff member, your primary responsibility is to program for the needs of the individual. Discretion, compassion and judgment are the keys to success, not necessarily rules and punishment. Evaluate each situation and problem (whether it is staff related, program related or child-

discipline related) on an individual basis. DO NOT INSTANTLY JUDGE - STAFF, PARENT OR CHILD.

- n) Responsible at all times for the security and maintenance of the Center and Center vehicles, equipment, etc. Responsible for making sure that all storage rooms are kept locked. Responsible for seeing that any hazardous equipment is removed.
- o) Responsible at all times for each child present at the center. That is, to always be aware of what is going on around you for the purpose of the safety and well-being of each member.

RELATIONSHIPS:

Internal: Internal: Maintain close, daily contact with Volunteer and Community Partnership Director, other youth development professionals and Club members, to receive/provide information, discuss issues, explain guidelines/instructions; instruct and advise.

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

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.

To Apply:

Qualified interested candidates will send cover letter, resume and salary requirements to Jaime Buitrago, Human Resources Director at hr@bgccc. Position will remain open until filled.

EOE/DFWP/SFWP