

POSITION DESCRIPTION

POSITION: PROGRAM ASSISTANT

REPORTS TO: PROGRAM DIRECTOR

Position Summary:

The Program Assistant ensures that youth development principles are incorporated into programs and activities. He/she is directly responsible to the Program Director.

Position Responsibilities:

1. Assist in the planning, implementation and delivery of exciting and engaging programs and activities for youth ages 7-18.
2. Ensure the incorporation of character development, age appropriate and gender-specific programs and activities.
3. Ensure that culturally diverse programs are implemented.
4. Provide guidance and discipline to ensure a safe and positive environment for youth.
5. Maintain and care for applicable equipment and supplies.
6. The Program Assistant is willing to work in a variety of program areas as needed.

Position Requirements

- Meeting established schedules/deadlines as part of normal routine; accepting a variety of daily activities while maintaining high accuracy requirements.
- Maintaining confidentiality in all assignments and responsibilities.
- Setting Standards: Leadership position where performance and overall organization expectations are modeled.

Position Qualifications:

The Program Assistant must have a high school degree or currently be working towards a degree. He/she must possess knowledge of youth development principles and practices and a minimum of one-year experience working with youth is preferred. If the Program Assistant is needed to drive a Club vehicle he/she must be at least 21 years of age and possess a valid Driver's License.

The Program Assistant knows a high quality program exists because of the following types of examples are observable:

1. A safe environment is established and maintained.
2. He/she is contributing to programs and activities that prepare youth for success.
3. Equipment and supplies are maintained and repaired as necessary.
4. He/she is an active participant in Meetings.
5. He/she contributes to developing and maintaining partnerships with parents and families.
6. He/she contributes to developing and maintaining public relations within the community.