



## Job Description

**Title:** Program Assistant  
**Supervisor:** Branch Director/Program Coordinator  
**Status:** Part-Time (Non-exempt)  
**Salary Range:** Minimum wage +  
**Job Summary:** Under the direct supervision of the Branch Director, the Program Staff plans, implements, supervises, and/or assists with activities provided within a specific program area, such as Education, Social Recreation, Arts and Crafts, as determined by Branch Director. Job duties could also include supervision of the front desk area.

**Education:** High School Diploma or equivalent College education preferred. Work-Study students highly encouraged to apply.

**Experience:** Minimum of one year in youth development; Boys & Girls Club experience preferred, but not required. Spanish speaking is a plus!

**Skills:**

- MUST ENJOY WORKING WITH YOUTH!
- Program development geared to ages 5-18, especially related to youth enhancement programs.
- Knowledge of youth development principals and developmental characteristics.
- Ability to plan, organize, and manage programs.
- Excellent oral and written communication skills.
- Interpersonal skill development.
- Data Analysis, record keeping and reporting
- CPR and First Aid Certifications preferred.

**Physical and Mental Requirements:**

High energy level, comfortable performing multifaceted projects in conjunction with day to day activities; superior interpersonal and negotiation skills; ability to get along with diverse personalities; tactful; mature; flexible. Good reasoning abilities and sound judgment. Excellent communication skills. Physical requirements include: site, hearing, standing for more than four hours each day and other physical requirements needed to complete essential functions of the position.