

JOB DESCRIPTION – SUMMER PROGRAM AIDE

TITLE: Summer Program Aide

PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Director of Program Implementation

PRIMARY FUNCTION:

Plans, implements, supervises and evaluates activities provided in within a specific program area, such as Education, Special Education, Social Recreation, Arts & Crafts, and Physical Education, Leadership & Character Development.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:

- _ promote and stimulate program participation;
- _ help new members in their club orientation process;
- _ provide guidance and role modeling to members.

Program Development and Implementation

2. Effectively implement and administer programs, services and activities for members and guests.

3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times. Prepare periodic activity reports.

Supervision

4. Ensure a productive work environment by participating in regularly scheduled Program Staff meetings.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. May be required to drive Club van.

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 encouraged, but not required.
- 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.