

**POSITION DESCRIPTION**

**TITLE:** Program Aide

**PERFORMANCE**

**PROFILE SOURCE:** Youth Development Professional

**DEPARTMENT:** Programs

**REPORTS TO:** Program Administrator/Manager, Program Director or Branch Director

**FLSA STATUS:**  Exempt  Non-Exempt

**PRIMARY FUNCTION:**

The Program Aide / Youth Development Professional plans, implements, supervises members and evaluates activities provided within a specific program area, supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship.

**WORK SCHEDULE& CONDITIONS:**

* This is a full time (35 hours per week) position.
* This position is not eligible for sick, vacation, and holiday leave during employement.

**SALARY & BENEFITS:**

* SALARY: The individual shall receive a $3,200 salary distributed over the course of 4 pay cycles during the employment period of 2 months.

**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;
   * register new members and participate in their club orientation process;
   * provide guidance and role modeling to members.

*Program Development and Implementation*

1. Effectively implement and administer programs, services and activities for drop-in members and visitors.
2. 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*

1. Ensure a productive work environment by participating in weekly staff meetings.

**ADDITIONAL RESPONSIBILITIES:**

1. May participate in special programs and/or events.

**Program Aide**

**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.
* 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.*

**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 to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.