

# **POSITION DESCRIPTION**

TITLE:	Program Aide				
PERFORMANCE PROFILE SOURCE:	Youth Development Professional				
DEPARTMENT:	Programs				
<b>REPORTS TO:</b>	Program Administrator/Manager, Program Director or Branch Director				
FLSA STATUS:		Exempt	V	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.

## **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

- 2. Effectively implement and administer programs, services and activities for drop-in members and visitors.
- 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 weekly branch staff meetings.

#### ADDITIONAL RESPONSIBILITIES:

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

# 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.

Signed by:		
	Incumbent	Date
Approved by:		
	Supervisor	Date
Reviewed by:		
	Chief Executive Officer	Date