

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	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