



**BOYS & GIRLS CLUBS  
OF THE BLUE RIDGE  
POSITION DESCRIPTION**

**TITLE:** Program Leader Aide

**DIRECTLY REPORTS TO:** Club Director

**POSITION TYPE:** Part Time, 20/week

**PAY TYPE:** Hourly

**POSITION SUMMARY:**

Plans, implements, supervises and evaluates activities provided to youth within a specific program area. The Program Leader ensures that youth development principles are incorporated into programs and activities. Monitor programs, services and activities to ensure safety of members, quality in programs and appearance of the Club at all times.

**POSITION RESPONSIBILITIES:**

1. Assist in the planning, implementation and delivery of exciting and engaging programs and activities for youth ages 5-18.
2. Ensure the incorporation of character development, age appropriate and activities.
3. Ensure that culturally diverse programs are implemented.
4. Provide guidance and discipline to ensure a safe and positive environment for youth.
5. Maintain and care for applicable equipment and supplies.
6. Works in a variety of program areas as needed in addition to participate in special programs and/or events.
7. Assist the Club Director and Program Staff in preparing periodic activity reports by providing needed information.
8. Ensure a productive work environment by participating in weekly staff meetings.
9. Meeting established schedules/deadlines as part of normal routine; accepting a variety of daily activities while maintaining high accuracy requirements.
10. Maintaining confidentiality in all assignments and responsibilities.
11. Set high standards for Club members by acting as a positive role model.

**SKILLS/QUALIFICATIONS REQUIRED:**

- Minimum of 16 years of age.
- Three written references from previous employers, school personnel, or church staff.

- Six months' experience in volunteer service.
- 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.
- Negative TB test results and pass drug screening.
- Maintain a high energy level.
- Be able to perform physical activities such as standing, walking, running, and bending regularly.
- Regularly speak clearly and hear the spoken word.

**POSITION EXPECTATIONS:**

The Program Leader Aide knows a high quality program exists because the following types of examples are observable:

1. A safe, fun environment is established and maintained.
2. He/she is contributing to programs and activities that prepare youth for success.
3. Equipment and supplies are maintained and repaired as necessary.
4. He/she is an active participant in staff meetings and trainings.
5. He/she contributes to developing and maintaining partnerships with parents and families.
6. He/she contributes to developing and maintaining public relations within the community and with community partners.
7. The atmosphere of the entire Club is one in which adults genuinely care for the feelings and actions of the girls and boys.
8. A norm of the club is that boys and girls learn to seek the advice and counsel of staff regarding problems they have in or outside of the Club.
9. When guests enter any area of our Club, they are warmly greeted and welcomed by the members and staff.

**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:

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Incumbent

Date

Approved by:

\_\_\_\_\_

Supervisor

Date