



**BOYS & GIRLS CLUB**  
OF HERNANDO COUNTY, Inc.

## **POSITION DESCRIPTION**

**TITLE:** Program Aide

**PERFORMANCE  
PROFILE SOURCE:** Youth Development Professional

**DEPARTMENT:** Programs

**REPORTS TO:** Program Specialist, or Program Director, or Branch Director  
 Exempt  Non-Exempt

### **PRIMARY FUNCTION:**

Plan, implement, supervise and evaluate activities provided within a specific program area, such as Education, Special Education, Social Recreation, Arts & Crafts, and Physical Education.

### **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:**

May participate in special programs and/or events.

**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 Driver's License or Identification Card

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Helping children grow, learn, and gain new skills can be very rewarding. The work is sometimes routine but new activities and challenges mark each day. Child care can be physically and emotionally taxing, as workers constantly stand, walk, bend, stoop, and lift to attend to each child's interests and problems.

**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 Professional Officer** **Date**