



NOTICE OF JOB VACANCY

Posting Number: 38-17 (Two Positions)

Date Posted: 22 August 2017

Job Title: Program Assistant I

Locations: Clubs: Semmes

Hours: **Regular Part Time with a Variable Schedule**
Academic Year – 15-29 hours/week: Monday-Friday *between* 2:30 PM and 6:30PM
Summer – up to 40 hours/week: Monday-Friday *between* 7:00 AM and 6:00 PM
This timetable varies based on scheduled Club hours and at the discretion of the Branch Director. Extra hours as needed for special events.

Salary Range Minimum (Hourly): \$7.25

This is a Fair Labor Standards Act nonexempt position.

The mission of the Boys & Girls Clubs of South Alabama is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. Boys & Girls Clubs of South Alabama is part of a national affiliation of local, autonomous organizations that work to provide safe and nurturing environments for children and teens to learn and grow. To better enrich the lives of children in the South Alabama region, we offer programs and services in five core areas: character and leadership; education and career development; health and life skills; the arts; and sports, fitness and recreation. In addition to these core areas, we also have a Teen Program exclusively for youth ages 13 to 18 years old. BGCSA has the following club sites in South Alabama: Cody Road Club, Kiwanis Club, Optimist Club, Prichard-Whitley Elementary Club, Sonny Callahan Club (Theodore), and Semmes Club (Semmes).

PRIMARY FUNCTION:

The Program Assistant I / Youth Development Professional assists in implementing programs and supervising members supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship. Activities supported are within a variety of specifically-focused program areas, such as Education, Technology, Social Recreation, Arts and Physical Education.

KEY ROLES (Essential Job Responsibilities):

A. Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
 - Promote and stimulate program participation.
2. Provide guidance and role modeling to members.

3. Assist in the supervision and discipline of members participating in programs and services throughout the Clubhouse as deemed appropriate.

B. Program Development and Implementation

4. Assist in implementing, administering and monitoring programs, services and activities for members and visitors.
5. Focus on member safety, program quality and Club appearance at all times.
6. Recognize Club members for program participation and achievement.
7. Assist in preparation of periodic activity reports.
8. Enter appropriate attendance data in tracking system daily.
9. Participate in collaborative programs and events with staff from all Club program areas as well as staff from other Branches and community organizations as appropriate.

C. Team Administration

10. Ensure a productive work environment by participating in weekly Club staff meetings.
11. Travel between sites and to activities as needed.

D. Additional Responsibilities:

- May participate in special programs and/or events.
- Participate in training, Branch staff meetings and Professional Development and In-service days.
- Temporarily fill in at other Clubs when necessary due to critical staffing requirements.
- Assist the Branch Team in maintaining a clean and safe Club environment.

If the Boys & Girls Clubs of South Alabama and the responsibilities of this job match your personal goals and you meet the requirements listed above, we welcome you to apply! Please go to www.bgcsouthal.org to the job announcement page. Download the Application for Employment. Complete the application and send via email to cmiller@bgcsouthal.org or mail to Human Resources Department, Post Office Box 6724, Mobile AL 36660. Completed applications may also be dropped off at the Administration Building at 1102 Government Boulevard.