



STUDENT EMPLOYMENT - COMMUNITY SERVICE

Boys and Girls Club of the Eastern Panhandle

POSITION: PROGRAM AIDE

Primary Functions: Plans, implements, supervises and evaluates programs within a specific program area such as Education, Social, Recreation, Arts & Crafts and Physical Education.

Key Roles (Essential Job Responsibilities)

- Create an environment that facilitates the achievement of the Youth Development Outcomes.
- Promote and stimulate program participation; provide guidance and at ALL times be a role model to members!
- Effectively implement and administer programs, services and activities for members, may be asked to prepare periodic activity reports
- Monitor and evaluate programs, services and activities to ensure safety to all members.
- Ensure a productive work environment by participating in staff meetings and trainings

Additional Responsibilities

- Must be on time and ready to work at designated start time, must eat before you come to work and if for some reason you cannot make it to work or will be late you must call two hours before designated start time.
- Participate in special programs and events, daily clean up in necessary areas of the club/school.

Knowledge, Skills and Abilities:

- Experience working with children, knowledge of youth development
- Ability to motivate youth and manage behavior problems
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment

Other Requirements:

- Must have a valid state issued ID
- Must be able to pass a background check
- Must be at least 18 years of age
- Must have at least a high school diploma or equivalent

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. This position reports to the Unit Director.

This position is for Federal Work Study (FWS) eligible students only. Please see financial aid for more information on FWS. Once you have accepted your award in Bridge, please contact career services at 304-260-4380 ext. 2125.