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**POSITION OBJECTIVES**

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**Prepare Youth for Success**

1. Understand and implement all Club policies and procedures including Club rules, discipline and reward policies, Club emergency plan, Parent/Guardian handbook, etc.
2. Engage with Club members at all times to ensure they are provided with the best experience possible; promote the safety of members and quality in programs at all times. Provide guidance and role modeling to members.
3. Contribute to the planning and implementation of Club programs by:
  - a. Planning, organizing and implementing a range of program services and activities for Club members
  - b. Initiating new programs with the approval of the Operations Director
  - c. Using your creativity and spontaneity to promote and stimulate program participation
4. Ensure quality by monitoring and communicating observations around program achievement against target goals, recommending modifications that respond to member needs and interests.
5. Participate in weekly and monthly staff meetings, as well as monthly trainings to continue to grow skills needed to perform job to a high standard.

**Health & Safety**

1. Ensure a healthy and safe environment, supervising members to ensure they are in approved, designated areas only.
2. Manage facilities and ensure a productive work environment, maintaining an inventory of all program equipment and supplies in good order.
3. Participate in cleaning the Club facilities each day in order to maintain a clean, safe environment.

**Additional Responsibilities & Expectations**

1. Exercising flexibility within your job responsibilities. May be asked to lead a program or activity at short notice.
2. Other responsibilities as designated by the Operations Director, Assistant Executive Director, or fellow staff.

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**POSITION RESPONSIBILITIES**

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**FACILITY MANAGEMENT**

- Assist Club Leadership staff (Executive, Operations, Program Directors) in operating the Club unit within the policies, procedures and operational hours established by the Board of Directors.
- Maintain all Club programs and outdoor areas in a neat, clean and orderly manner.
- Maintain an accurate and complete inventory of all Club property related to your job responsibilities.
- Enforce policies that prevent the abuse, theft or destruction of Club vehicles, equipment, and facilities.
- Promptly report all equipment and building problems that require repair or replacement.

**ADMINISTRATIVE REQUIREMENTS**

- Complete accurate agency reports, records, and documents by set deadlines and as policies require (such as the Member disclosure form, daily group attendance, program attendance, etc.)
- Submit accurate personnel forms including Time Off request forms at least 2 weeks in advance and as deadlines and policies require.
- Participate in BGCA training workshops and conferences as deemed necessary for professional development.

**PROGRAM & SAFETY MANAGEMENT**

- Ensure that no group is ever left alone without staff supervision. Volunteers and Jr. Staff are NOT to be left alone with a group or any children unless they are approved as a mentor or private tutor.
- Utilize Club policies and standards to maintain classroom management with groups. When necessary, utilize the Club discipline policy to walk members through the reflection process.
- Adhere to and ensure Club policies and procedures are enforced at all times.
- Maintain confidentiality about privileged information regarding members.

## QUALIFICATIONS & SKILLS

### QUALIFICATIONS

- High School diploma required with some college experience or a combination of experience.
- Minimum of six months' experience working directly with school aged youth and knowledge of youth development is preferred.
- CPR and First Aid Certifications preferred.
- Valid State Driver's License

### SKILLS

- Ability to organize and supervise youth and handle difficult behaviors.
- Ability to work with a team of staff and hold your fellow staff members accountable.
- Ability to plan and implement quality programs for youth.
- Knowledge of the Club's mission, programs, and resources.
- Verbal and written communication skills.
- Other responsibilities as determined by the Operations Director and Assistant Executive Director.

### Working Conditions

Must be available to work a weekday schedule of 2:30pm-7:00pm during the school year. When the Transylvania County School system closes early, a half day (11:30am-5:30pm) or full day (7:30am-5:30pm) schedule may be required. Summer schedule consists of a weekday schedule of 7:30am-5:30pm.

### Physical Requirements

Must have the ability to be active and on your feet for a minimum of four hours each day and complete other essential functions of the position and other duties as assigned. Necessary mental requirements include concentration and focus on fulfilling the mission of The Cindy Platt Boys & Girls Club of Transylvania County. The Cindy Platt Boys & Girls Club will require all applicants for employment to be tested for the presence of drugs and/or alcohol as part of this organization's drug free workplace policy prohibiting drug or alcohol use.

### Direct Supervisor

Program Specialists report directly to the Club's Operations Director. In addition, they report to the Assistant Executive Director.

### Accountability

If a staff member is not following Club expectations or fulfilling their job duties and responsibilities, the following corrective action system will be enforced by their Supervisor, the Operations Director and/or the Assistant Executive Director.

1. Your supervisor will meet with you to discuss the problem or violation, making sure that you understand the nature of the problem or violation and the expected remedy. You will be informed that the First Warning is the first step of the corrective action procedure.
2. If your performance does not improve, or if you are again in violation of any Boys & Girls Club of Transylvania County practices, rules or standards of conduct, your supervisor will discuss the problem with you, emphasizing the seriousness of the issue and the need for you to immediately remedy the problem. Your supervisor will advise you that you are now at the second formal level of corrective action.
3. If your performance does not improve following the Second Warning, or if you are again in violation of any Boys & Girls Club of Transylvania County practices, rules or standards of conduct, consequences will be discussed and may result in termination of your employment.

### 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.

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_