



Title: Program Assistant

Department: Programs

Reports To: Program Director

Status: Non-Exempt/Full Time 30-35 hours per week

Compensation: \$15-16 plus benefits

Under the direction of our Program Directors, this position will support our club programs for elementary, middle school and or high school youth.

Program Assistants provide direct service to our club members in grades K-12. Qualified candidates will be passionate about youth development, possess special skills or interests that they are enthusiastic to share with our members, such as artistic or athletic abilities, and have experience working with middle or elementary school aged youth.

DUTIES & RESPONSIBILITIES:

- Responsible for the care, safety and supervision of children ages 6-18 years.
- Work with Program Coordinator/Director in developing and implementing daily program(s) activities compatible with Boys & Girls Clubs core values and department themes.
- Responsible for ensuring the safety and wellbeing of all members at all times.
- Supervising members to ensure that programs adhere to Club philosophy and run effectively.
- Responsible for maintaining the facility, equipment, and supplies.
- Complete safety incident reports for any incident or reoccurring behavior problems.
- Adhere to organizational policies and procedures as described in Employee Handbook and elsewhere.
- Adhere to Boys & Girls Club philosophy
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- High School Graduate
- Flexible and patient
- Basic understanding of various stages of child development
- Ability to pass the Sonoma Valley Unified School District's instructional aide test with a 70% or better
- Ability to pass a DOJ fingerprint clearance (if 18 or older) and provide a negative TB test.
- Complete and Pass mandated reporter training
- Available Monday-Friday 8am-4pm

RECOMMENDED QUALIFICATIONS:

- Previous experience working with young children in a group setting
- Able to program a variety of activities for children ages 6-18 years
- Ability to be certified in CPR and First Aid
- Bilingual a plus

The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described to do the job. Rather, they are intended only to describe the general nature of the job.

Employment with the Boys & Girls Clubs of Sonoma Valley shall be “at will,” and either the Club or the Employee may terminate the employment relationship at any time, with or without cause. This “at will” employment may not be changed except in a writing signed by both the Employee and an authorized representative of the Club.