



Title: Program Assistant- Literacy Specialist

Department: Programs

Reports To: Program Director

Status: Non-Exempt/Part Time (22-25 hours per week) & Full Time (30-32 hours per week + benefits)

Compensation: \$16.50-17.50

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

Program Assistants provide direct service to our club members in grades K-8. 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.

The Literacy Specialist is responsible for supervising groups of children through the teaching of multi-sensory literacy programs, promotion, and awareness of reading challenges at an assigned Boys & Girls Clubs of Sonoma Valley Club site. He/she/they will develop and teach multi-sensory literacy lessons related to the core service areas of BGCSV. The Literacy Specialist will commit to improving club members' reading, writing, and spelling abilities.

DUTIES & RESPONSIBILITIES:

- Work with Program Coordinator/Director in developing and implementing daily program(s) activities compatible with Boys & Girls Clubs core values and department themes.
- Providing extra supervision during school site lunches and recesses
- Organizing and facilitating lunchtime intramural sports quarterly at a school site
- Attend bi-weekly multi-sensory literacy trainings
- Teaches multi-sensory literacy lessons to all students at a site
- Responsible for always ensuring the safety and wellbeing of all members.
- 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 9 am - 6 pm

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