



Title: Program Assistant

Department: Programs

Reports To: Program Director

Status: Non-Exempt

Position Type: Part-Time (20–25 hours per week)

Compensation: \$20–\$22/hour

Benefits: Sick Time, Employee Assistance Program

POSITION SUMMARY

Are you passionate about art, reading, STEM, or sports? Share your talents with the youth of Sonoma Valley! Boys & Girls Clubs of Sonoma Valley (BGCSV) are seeking enthusiastic Program Assistants who are excited to make a difference in the lives of youth TK- 12th grade.

Program Assistants play a key role in creating a safe, supportive, and engaging environment for our members. Under the supervision of Program Directors, Program Assistants deliver high-quality programs and activities across our elementary, middle, and high school sites in Sonoma Valley.

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 Teens or elementary-school-aged youth.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Ensure the care, safety, and supervision of youth members (TK–12th grade).
- Lead and facilitate engaging programs and activities aligned with Boys & Girls Club core values and site themes for groups of up to 20 members.
- Actively supervise youth by maintaining clear zones of coverage or circulating throughout the program to ensure safety and engagement.
- Ensure that programs are implemented safely, effectively, and inclusively.
- Complete and maintain safety incident or accident reports for any accident or incident or reoccurring behavior problems.
- Promote positive behavior management and provide guidance consistent with Club philosophy.
- Communicate effectively with youth and colleagues in person and in writing using age-appropriate language.
- Responsible for maintaining the classroom, site itself, equipment, and supplies.
- Communicate regularly with the Program Director or Coordinator regarding program needs and member progress.
- Support a culture of respect, inclusion, and belonging for all members and staff.
- Perform other duties as assigned by the Program Director.

REQUIRED QUALIFICATIONS

- High school diploma or equivalent.
- Must be 18 years of age or older.
- Available Monday–Friday, 2:00–6:00 p.m.; Wednesdays 12:15–6:00 p.m.
- Adhere to all organizational policies and procedures as described in the Employee Handbook and elsewhere.
- Adhere to Boys & Girls Club philosophy.
- Patience and the ability to work under pressure in emotionally charged situations.
- Demonstrated flexibility, patience, and enthusiasm for working with youth.
- Basic understanding of child and adolescent development.
- Ability to successfully complete the Sonoma Valley Unified School District’s instructional aide test (score of 70% or higher).
- Must pass DOJ & FBI fingerprint clearance (if 18 or older) and provide a negative TB test result.
- Completion of Mandated Reporter training prior to working with youth and bi-annual recertification.

RECOMMENDED QUALIFICATIONS

- Previous experience working with youth in a group or educational setting.
- Ability to write programming for a variety of youth programs or activities (academic, recreational, or creative).
- CPR and First Aid certification (or ability to obtain within 30 days of hire).
- Bilingual (Spanish/English) skills a plus.

WORK ENVIROMENT & PHYSICAL REQUIREMENTS

The work environment includes typical indoor classroom and recreation settings, as well as outdoor environments. While performing the essential functions of this position, employees must meet below physical requirements:

- Ability to observe, hear, and physically respond to children’s needs to ensure safety and engagement.
- Ability to lift, carry, push, or pull up to 40 lbs. as needed (with or without accommodation).
- Ability to sit, stand, stoop, and bend frequently.
- Ability to walk for extended periods of time and provide active supervision to children in classroom and playground settings.
- Continually required to talk or hear.
- Ability to walk on uneven surfaces and move safely between indoor and outdoor environments.

- Ability to use hands and fingers to handle or operate program materials and computer equipment.
- Ability to use technology (e.g., tablet, computer, walkie-talkie) for communication and program support.
- Noise level is usually moderate to loud.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position should it not cause undue hardship.

BGCSV provides reasonable accommodations to qualified individuals with disabilities. Applicants who require an accommodation in the application or interview process, or employees who need one to perform essential job functions, are encouraged to contact Human Resources to request support.

EQUAL EMPLOYMENT OPPORTUNITY

Boys & Girls Clubs of Sonoma Valley is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.