



**BOYS & GIRLS CLUB  
OF EVANSVILLE**

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**TITLE:** Program Aide

**PERFORMANCE**

**PROFILE SOURCE:** Youth Development Professional

**DEPARTMENT:** Programs

**REPORTS TO:** Program Director or Unit Director

**FLSA STATUS:**  Exempt  Non-Exempt

**PRIMARY FUNCTION:**

The Program Aide / Youth Development Professional plans, implements, supervises members and evaluates activities provided within a specific program area, supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship.

**KEY ROLES (Essential Job Responsibilities):**

*Prepare Youth for Success*

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
  - promote and stimulate program participation;
  - provide guidance and role modeling to members.

*Program Development and Implementation*

2. Effectively implement and administer programs, services and activities for drop-in members and visitors.
3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times. Prepare periodic activity reports.

*Supervision*

4. Ensure a productive work environment by participating in staff meetings and training sessions.

**ADDITIONAL RESPONSIBILITIES:**

1. May participate in special programs and/or events.
2. May be required to drive Club van.
3. Other duties as assigned by Supervisor.

## **Program Aide**

### **RELATIONSHIPS:**

**Internal:** Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.

**External:** Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

### **SKILLS/KNOWLEDGE REQUIRED:**

- High School diploma or GED.
- Two to four years related experience and/or training; or equivalent combination of education and experience.
- Experience in working with children.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public of any socio-economic and ethnic background and youth age group.
- Ability to plan and implement quality programs for youth.
- Possess good verbal and written communication skills.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR, First Aid and Universal Precautions certifications.
- Valid State Driver's License and good driving record. Agreeable to obtain a driver's license if not currently held.
- Must be able to successfully pass a background check.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

- Ability to perform gross and fine motor activities.
- Ability to regularly lift, carry, push, pull up to 20 lbs.
- Ability to handle hazardous/infectious waste; work where chemicals are used for cleaning; work where environmental dust, mist, and/or steam are occasionally present.
- Must be able to pass any and all required background screens and drug screens at any time of employment.

**Program Aide**

**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.

**Signed by:**

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**Incumbent**

**Date**

**Approved by:**

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**Supervisor**

**Date**

**Reviewed by:**

\_\_\_\_\_

**Chief Executive Officer**

**Date**