



Position Description

Title:	Program Leader
Department:	Youth Development
Reports To:	Program Coordinator

Description

Job Summary

Under the direct supervision of the program coordinator the Program Leader conducts programs, supervises, evaluates, and conducts daily appropriate activities with targeted youth. The program leader is responsible to facilitate club 202 homework Monday-Thursday. They may transition between assignments on a monthly, weekly, or even daily basis depending on the specific needs of the Boys and Girls Club of Lake Tahoe. This position is 20 hours per week, Monday-Friday from approximately 2:30-6:30 on most days, with flexibility to work more hours when the need arises. There will be more hours available during minimum days as well as school vacations.

The program leader will be implementing programs that engage primarily youth in grades Kth-8th. We have the ages separated in different groups: Blue Group Kindergarten-1st grade, Lime Group 2nd-3rd grade, Gold 4th-5th grade and Teens 6th grade and older and on occasion there will be high school members joining the programs. They will be assuming accountability for the results in achieving the outlined goals and objectives of programs for this age group as well as maintaining a strict and productive homework hour, ensuring that all homework is completed and members are engaging in educational activities if there is time left over during the homework hour.

Key Responsibilities

Safety and Supervision

- Ensure accurate account of all youth checked into the Boys and Girls Club of Lake Tahoe.

- Ensure all members are being supervised during their time at the club
- Ensure all members feel safe and are welcomed in their environment
- Ensure all agreements are being followed as well as members and staff treat one another, belongings and staff with respect

Program Duties

- Work directly with members Monday-Friday
- Operate and promote the star program so that it is used as an incentive and positive reinforcement to bring out the positive attributes in all members
- Implement consistency and a structured environment during program, homework, and free time
- Complete and turn in program proposals that will be enriching and enticing to all members of the program.
- Follow the program schedule, being consistent with what is offered to the members as well as consequences due to poor choices
- Create a learning environment both academically and emotionally, thus creating a sensible environment.
- Ensure programs are well rounded and there are a variety.
- Programs offered should consist of character and leadership, health and wellness, sports and recreation, arts, and STEM.
- Maintain a positive relationship with all members.

Other Duties

- Come dressed in uniform Monday-Thursday, Friday is a free dress day
- When checking out equipment, return it promptly and in the same manner in which it was received.
- You are responsible for your keys and radios, any damages/lost items you will be responsible to replace.
- Follow schedule and arrive on time
- Ability to change program plans when necessary due to the dynamic and amount of members in program.
- Ensure you have control of the group at all times during your shift at the Boys and Girls Club

Qualifications and Requirements

- AA degree or higher
- Experience working with youth
- The Ability to create strong relationships with youth in a short period of time
- An interest in a variety of youth programs

- Strong positive disciplinary skills with youth
- Strong oral and written communication skills
- Ability to work in a high-paced environment with continual distractions
- Flexible, self-starter, dynamic,
- Strong ability to create and follow systems and procedures
- Ability to pass a background check and fingerprint clearance

Physical and Mental Requirements/Work Environment:

- Must be able to lift 20 lbs
- Must be able to stand for at least 3 hours
- Must be able to sit at a computer workstation for long time periods
- Maintain high level of energy
- Be comfortable performing multi-faceted projects in conjunction with day-to-day activities
- Speak clearly and hear
- Be able to endure the weather

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 is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. **It is the policy of the Boys and Girls Club of Lake Tahoe to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.**

Signed by: _____

Incumbent

Date

Approved by: _____

Director of Operations

Date