

# SCHOLARS IN SERVICE – JOB DESCRIPTION

## Boys & Girls Clubs

Boys & Girls Clubs are a safe place to learn and grow – all while having fun. It is the place where great futures are started each and every day.

Job Title: Program Assistant (student will have options for which club they would like to work with).

Number of Openings: 1

### Examples of Duties:

- Help maintain Club hours of operations
- Establish regular work schedule for the program
- Conduct small group sessions for youth development
- Assist Unit Director and staff in planning and implementation of special events
- Help provide outreach activities and recruit new members
- Provide direct supervision of youth ages 6-18
- Help provide guidance services to Club members
- Establish a program setting that ensures the health and safety of members
- Contribute to the overall Club climate for youth development
- Keep records of participation for administrative and grant reports
- Manage assigned supplies and equipment as determined by staff
- Assist with clean up and maintenance of assigned facilities
- Attend assigned meetings with immediate supervisor
- Other duties as assigned
- Club hours are Monday – Friday 2:00 p.m. to 8:00 p.m. Can work anytime during these hours. Some Saturdays may be available.