



**BOYS & GIRLS CLUB
OF BRAZORIA COUNTY**

POSITION DESCRIPTION

TITLE: Program/Recreation Aide
DEPARTMENT: 21st CCLC – B.E.S.T.
SUPERVISOR: 21st CCLC Site Coordinator
CLASSIFICATION: Non-Exempt, Part-time

JOB SUMMARY:

Aide is responsible for direct supervision of youth, supporting Instructors at 21st CCLC sites and conducting BGCBC programs in a manner that fulfills the Boys & Girls Club of Brazoria County mission. Reports directly to Site Coordinator.

DUTIES & RESPONSIBILITIES:

- Provide direct supervision of children
- Program areas are ready for use when children arrive
- Supplies, equipment, and participants' personal belongings are properly and securely stored
- Continually strive to develop positive value and ethical behavior in participants through teaching, discussion and modeling
- BGCBC guidance and discipline policy is consistently followed
- All persons entering program areas are promptly greeted and helped if necessary
- Support planning of curriculum, recruitment of participants, and implementation through delivery of classes
- Maintain accurate statistical reports of participation in programs. Maintain records, both manual and computerized, as requested. Develop program reports and submit to Site Coordinator as scheduled
- Maintain and order inventory supplies of materials needed to carry out program activities and events
- Clean program areas as needed
- Participate in the overall function of the BGCBC staff by attending meetings, assisting on team projects, and accepting cross training as assigned
- Maintain positive and respectful relationships exist between staff, participants, parents and campus faculty
- Perform work duties and responsibilities with an attitude that reflects sensitivity to working with youth representing diverse racial, ethnic and cultural backgrounds
- Attend monthly meetings with center staff
- Assist 21st CCLC Site Coordinator and Instructors in planning and preparation of a creative learning environment, establishment of interest centers, and preparation of needed materials and supplies
- Continually monitor and supervise safety and behaviors of members

PERFORMS SPECIAL PROJECTS OR ASSIGNMENTS AS REQUIRED BY SUPERVISOR:

- Attends meetings on a monthly basis
- Assist with special events
- Performs other duties as assigned

NON-ESSENTIAL FUNCTIONS:

- Work with Boys & Girls Club of Brazoria County on special projects that benefit the organization

QUALIFICATIONS:

EDUCATION & TRAINING

- High school diploma or equivalent

EXPERIENCE

- Experience in implementing youth programs
- Experience working with large groups of children

KNOWLEDGE, SKILLS, AND ABILITY

- Consistent and dependable
- Honest and trustworthy
- Able and willing to relate to children, families and colleagues from diverse cultures

PHYSICAL & MENTAL REQUIREMENTS

- Standing on feet and moving among children for four plus hours
- Moving and lifting supplies up to 40 pounds
- Organizing program equipment and materials

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this position. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives of employees assigned to this job. All employment with the Boy & Girls Club of Brazoria County is "at will" pursuant to Texas law.

21st CCLC – B.E.S.T. – Program/Recreation Aide Job Description

Accepted by: _____ Date: _____
Employee

Approved by: _____ Date: _____
21st CCLC – B.E.S.T. Project Director