



**BOYS & GIRLS CLUBS**  
OF DOOR COUNTY

## Position Description

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<b>TITLE:</b>	<b>Program Specialist</b>
<b>DEPARTMENT:</b>	<b>Programs</b>
<b>REPORTS TO:</b>	<b>Site Coordinator</b>
<b>STARTING HOURLY WAGE:</b>	<b>\$10.00/hr without benefits</b>
<b>STATUS:</b>	<b>Part time- (variable with a maximum of 25 hrs/wk)</b>
<b>HOURS OF OPERATION:</b>	<b>Mon.-Fri. 2:00 pm-7:00 pm</b>

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### Primary Function:

Manage and implement daily functions of after-school programming to include activities, behavior and safety that align with the three priority outcomes: Healthy Lifestyles, Good Character/Citizenship and Academic Success.

### Key Roles:

- Coordinate and implement daily and weekly activities to create an environment for youth that is impactful, safe, fun and exciting!
- Takes initiative and ownership over program areas to include:
  - Power Hour
    - STRIDE Academy Online Learning Engine
    - Project Based Learning Activities
  - Creation and Implementation of Physical Activity Programming
    - SPARK Curriculum- Cooperative Play
    - Triple Play: A Game Plan for Mind, Body and Soul
  - Games Room Management
    - Triple Play Pocket Guide
    - Games Room Challenges
      - Board Games, Foosball, Pool, etc.
  - Incorporates Good Character and Citizenship



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- Adhere to the assigned schedule of activities, and successfully transition the group throughout the day
- Successfully enforce the behavior policy with all members to ensure a safe environment for kids and staff
- Be involved in implementing the Club's philosophy of Social and Emotional Learning through trauma informed care.
- Have open lines of communication between other staff and the Site Coordinator
- Assign tasks and responsibilities to Youth Development Professionals as necessary
- Team leader and team player
- Attend all required staff meetings and trainings
  - Complete Spillett Leadership University for Youth Development Professionals through BGCA
- Be able to adapt to changes in the schedule and weather
- Maintain a clean and safe work environment
- Welcome and support program volunteers

**Additional Responsibilities:**

- Staff may be asked to participate in or work at functions related to the Boys and Girls Club outside of their normal work day
- Staff may be asked to participate in marketing club events and activities

**Relationships and Collaborations:**

- All staff of the Boys and Girls Club are to maintain professional relationships with club members and their parents as well as being mindful that all community members are potential members or donors to the organization
- Staff will be collaborative and supportive of all organizations the Boys and Girls Club works in partnership with at all times
- Staff will maintain a respectful and professional relationship with their co-workers, immediate supervisor and the CPO as well as the Board of Directors for the organization



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**Minimum Skills and Knowledge Requirements:**

- High School Diploma or GED
- Experience working with youth
- Knowledge of youth development
- Proven ability to manage behavioral issues
- Proven ability to motivate youth
- Proven ability to build meaningful and appropriate relationships with youth
- Ability to organize and supervise club members
- Ability to communicate with parents and other staff
- Portray a positive image while in the club and community
- A spirit of collaboration and willingness to embrace partnerships

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

Must be able to function under fast paced and noisy conditions; May require being active for long periods of time; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds, stand for long periods of time, walk up to two miles without stopping and play vigorously with children for several hours.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at the Boys & Girls Club of Door County. The noise level in the work environment is usually moderately quiet while in the office and moderately loud when in the field.

**Disclaimer:** *The information presented indicates the general nature and level of work expected of employees in the 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. The Boys and Girls Club of Door County reserves the right to update, revise or change this job description and related duties at any time.*

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Applications should be submitted in person, by email [bgartner@bgcdoorcounty.org](mailto:bgartner@bgcdoorcounty.org)

Or by mail to

Boys and Girls Club of Door County

ATTN: Brit Gartner

PO Box 579

Sturgeon Bay, WI 54235