



**BOYS & GIRLS CLUBS
OF DOOR COUNTY**

POSITION DESCRIPTION

TITLE:	Program Specialist- Academics
DEPARTMENT:	Programs
REPORTS TO:	Academic Coordinator
STARTING HOURLY WAGE:	\$10 - 13/ hour without benefits
STATUS:	Part-time (variable with a maximum of 25 hrs/wk) Part-time
HOURS:	Mon.-Fri. 2:30 PM - 6:30 PM (Academic Year) Mon.-Fri. 6:30 AM - 5:30 PM (Summer as scheduled)

POSITION DESCRIPTION

Major responsibility is to assist with the planning, implementation, and ongoing evaluation of quality and developmentally appropriate programs, activities, services, and special events in the area of Education & STEAM for youth grades K-12. Promote education center programs and activities to develop each member's awareness of the importance of a technical environment and motivate each member to acquire competencies, knowledge, and skills relating to STEAM.

RESPONSIBILITIES

- Ensure programs, services, and activities that prepare youth for success, promoting safety of members, and quality in program at all times. Provide guidance and role modeling to members.
- Attend all required staff meetings and trainings.
- Contribute to the planning and implementation of the strategic plan by: Planning, organizing and implementing a range of program services and activities for members; initiating new programs with the approval of the Academic Director; recommending the development of service area programs; and promoting and stimulating participation.
- Ensure quality improvement by monitoring and evaluating program achievement against target goals, recommending modifications that respond to member needs and interests and participating in staff meetings.
- Ensure a healthy and safe environment, supervising members in program area.
- Instruct and direct varied activities.
- Provide daily tutoring and skill building to members.

- Following assigned curriculum programs, design lesson plans for teaching/mentoring students planned by Academic Director.
- Secure, maintain and monitor materials, equipment and other resources belonging to the program area(s). Maintain cleanliness of program area(s).
- Participate in individual and groups supervision sessions; participate in professional development opportunities as appropriate.
- Implement goals, objectives, policies procedures, and work standards for assigned programs
- Exercise independent judgment and initiative within general policy guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Travel between sites and to activities as needed.
- Other related duties as specified by the Academic Director.

CORE PERFORMANCE CATEGORIES

- Implement system of tracking goals both individually as well as for groups of Club members that includes reward system for achievement of such goals. Goals include attendance and other benchmarks for success.
- Reading & answering emails promptly; carrying out directives by supervisor, communication of needs at least two weeks in advance for materials and supplies.
- Ensure inviting and friendly STEAM and Tech Lab atmosphere through reminders of member expectation and Club member recognition.
- Participate according to grant requirements. Encourage participation in programming through incentives for Project Learn. Keep accurate and current records for Project Learn programs.

ADDITIONAL RESPONSIBILITIES

- Work with staff to carry out programs.
- Exercise authority in problems relating to members; utilize guidance, and discipline plan.
- Handle other duties and responsibilities as deemed necessary or important as assigned by the Academic Director.

RELATIONSHIPS

Internal: Maintains close, daily contact with Club professional staff to interpret and explain program objectives and standards, discuss issues, and provide/receive information. Has contact with members as needed to discipline, advise, and counsel. Complete outreach reports as requested by Academic Director.

SKILLS/KNOWLEDGE REQUIRED

- High School Diploma or GED (bachelor's degree preferred)
- Experience implementing lessons preferred.
- Experience in working with children.
- Knowledge of youth development strategies.
- Ability to motivate youth and handle behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Ability to work with youth and families from a variety of backgrounds.
- Ability to work independently and as part of a team.

- Flexibility to work clubhouse hours especially as seasons and service needs change.

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.

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 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 job description in no way states or implies these are the only duties to be performed by the Education Assistant. As necessary, the Education Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Unit Director. The Boys & 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 nleroy@bgcdoorcounty.org

Or by mail to

Boys & Girls Club of Door County

ATTN: Natalie LeRoy

PO Box 579

Sturgeon Bay, WI 54235