



POSITION DESCRIPTION

TITLE: Program Leader
SUPERVISOR: Unit Director
CLASSIFICATION: Non-Exempt, Part-time
PAY SCALE: \$10-12/hour (contingent upon experience)

PRIMARY PURPOSE

To conduct specialized programs at assigned unit(s) in a manner that fulfills the Boys & Girls Club of Brazoria County (BGCBC) mission—*To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.*

DUTIES & RESPONSIBILITIES

- Plans and delivers programming in accordance with BGCBC standards
- Implements program activities, units, lessons, and supplies to comply with BGCBC and grant requirements
- Performs data collection for grant compliance and BGCBC reporting
- Attends and participates in all staff meetings and trainings as required
- Ensures site facilities are cared for, properly maintained, and ready for use
- Administers student discipline in accordance with BGCBC policies
- Ensures all BGCBC policies and procedures are followed
- Ensures a healthy and safe environment for all participants, volunteers and staff
- Ensures all persons entering program are promptly greeted and helped if necessary
- Assists Unit Director in planning and preparation of a creative learning environment, establishment of program site, and other duties as necessary
- Maintains regular, daily and punctual attendance
- Supports and positively represents the mission, vision and core values of BGCBC

NON-ESSENTIAL FUNCTIONS

- Works with BGCBC on special projects that benefit the organization

QUALIFICATIONS

EDUCATION & TRAINING

- High school graduate or equivalent experience

EXPERIENCE

- Prefer one year experience in youth programs
- Prefer one year experience working with large groups of children
- Prefer experience implementing a programming activities/curriculum

KNOWLEDGE, SKILLS, AND ABILITY

- Strong interpersonal, written and verbal communication skills
- Ability to work independently and in a team environment
- Consistent, dependable, honest and trustworthy
- Prefer ability to communicate in native language of program recipients
- Passionate about relating to children, families and colleagues from diverse cultures

PHYSICAL & MENTAL REQUIREMENTS

Standard physical activity such as periodic standing, walking, sitting, basic motor skills to access computer files for information or simple data entry. There will be occasional travel along with frequent prolonged and irregular hours. Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate Unit functions; maintain emotional control under stress. May occasionally lift and/or move up to 25 pounds.

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.

ACKNOWLEDGEMENTS

Accepted by: _____ **Date:** _____
Employee

Approved by: _____ **Date:** _____
Director