



Position: Afterschool Program Staff (Part-Time)

Supervisors: Clubhouse Director, Program Coordinators

Department: Core Staff

Hours: Monday-Friday, 2-20 hours per between 3:30-7 p.m.

Salary/Rate: \$8.00-\$9.50 per hour

Location: Afterschool Program Staff will be assigned to one Clubhouse but may be asked to cover at other Clubhouse locations when necessary.

General Function: Under the leadership of the Clubhouse Director, and the direct supervision of the Program Coordinators, Afterschool Program Staff lead structured activities that are designed to empower youth, ages 6-18, to excel in school, become good citizens, and lead healthy, productive lives.

Expectations:

Youth Development

- Be a responsible and positive adult role model
- Engage Club members with a high level of enthusiasm and energy
- Promote and motivate participation in Club activities
- Inspire Club members to make good choices about their educational, personal, physical, social, and emotional needs
- Provide recognition to members through positive validations, healthy incentives, and affirmation on a regular basis

Safety & Supervision

- Set clear boundaries for Club members by enforcing Club rules and policies
- Continually monitor and supervise the safety and behavior of all Club members in assigned program area
- Maintain a clean, organized, and safe work environment

Professionalism

- Adhere to the Clubhouse schedule
- Accurately track program attendance and outcomes
- Complete assigned tasks on time with minimal supervision
- Attend and make a positive contribution to team meetings and staff trainings
- Report concerns relating to Club members, families, staff, or facilities to the Clubhouse Director

Qualifications:

- High School Diploma or GED
- Experience in youth development, education, or recreation (i.e. coaching) preferred
- Familiarity with the diverse population that the Boys & Girls Club of Lancaster serves



Skills:

- Ability to adjust to a fast pace of work, think on your feet, and use common sense
- Ability to manage a group of kids with distractions/interruptions
- Ability to relate to and motivate youth of various ages
- Ability to resolve conflict and manage behavior
- Ability to communicate effectively with families, staff, volunteers, and Club supporters
- Ability to work independently and in a team-oriented environment

Physical Requirements/Work Environment:

- Ability to stand for long periods of time
- Ability to watch and listen to youth activities
- Ability to move easily across a variety of indoor and outdoor surfaces
- Ability to bend and lift a minimum 25 pounds

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this 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. Other duties assigned as needed.

This position is contingent on approval of ongoing funding and grants to be renewed at the end of the funding cycle.

Employee Name (printed): _____

Employee Signature: _____

Date: _____

Date Reviewed with Supervisor: _____

Employee Initials: _____ **Supervisor Initials:** _____