



**BOYS & GIRLS CLUB**  
OF LA PLATA COUNTY

## **JOB DESCRIPTION**

**TITLE:** Program Specialist/ Aide  
**DEPARTMENT:** Program  
**REPORTS TO:** Unit Director

## **JOB SUMMARY:**

With the assistance of the Program Director, a Program Specialist plans, implements, supervises and evaluates all programs and activities provided in a specific program area.

## **MAJOR RESPONSIBILITIES:**

1. Promote safety of members, quality in programs, and appearance of the branch at all times.
2. Provide guidance and role modeling to members.
3. Promote and stimulate program participation, welcome new members and participate in their orientation process.
4. Participate in staff meetings.
5. Plan and conduct programs and activities in a special program area. Assure that there is a daily written schedule and that activities begin and end on time.
6. Establish a system of recognition for members and their program activities and achievements.
7. Report to Program Director about activities, special programs, attendance and other reports as required.
8. Maintain the cleanliness of the program area on an ongoing basis.
9. Maintain close daily contact with club staff, club members, supervisor and volunteers to receive/provide information, discuss issues, and understand guidelines/instructions.
10. Assist with outreach/new member recruitment and Club events as required.
11. Performs other duties as assigned.

**SKILLS/KNOWLEDGE REQUIRED:**

- High School diploma or GED.
- Experience in working with children.
- Knowledge of youth development.
- Ability to motivate youth and manage 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.
- Mandatory CPR and First Aid Certifications.
- Valid Driver's License (if applicable).

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Unit Director