



Youth Program Assistant

About BGCSM

The mission of Boys & Girls Clubs of Southern Maine (BGCSM) is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. The out-of-school hours have become critical for youth, a time when many children in our communities need meaningful social recreation and new experiences. We provide a safe place filled with hope and imagination, ongoing relationships with caring adult mentors, and enriching programs. BGCSM is growing, innovating, expanding, and exploring new opportunities to maximize and amplify impact.

Overview of the role

As a Program Assistant, you will play an important role in creating a safe, welcoming, and engaging Club experience for members in grades K–5. Program Assistants lead and support educational, enrichment, and recreational activities, mentor youth, and work alongside an energetic and supportive team committed to helping every Club member reach their full potential.

Who you are:

- Experience working with youth in a recreational, educational, childcare, or community-based setting is preferred.
- Patient and positive. You bring patience, empathy, and good judgment to your work and enjoy building positive relationships with young people.
- Flexible and dependable. You are able to work effectively in a fast-paced, dynamic environment and adapt to changing program needs.
- A team member and collaborator. You work well with others, share feedback, and are willing to jump in wherever needed to support members and fellow staff.
- A strong communicator. You communicate effectively and respectfully with youth, families, colleagues, and community partners.
- You want to make a difference in the lives of our amazing youth. You bring enthusiasm to your work, help members feel supported and included, and set a positive example for those around you.
- Teachable/Curious. You are open to learning, feedback, professional development, and new approaches that strengthen the Club experience.
- You bring positive energy to the organization and help create a welcoming environment where members can learn, grow, build relationships, and have fun.
- You are available Monday–Friday, approximately 2:30–6:30 p.m.

What You'll Do (Core Responsibilities):

Youth Programming & Engagement – Facilitate engaging educational, enrichment, and recreational activities in program areas including STEM, Art, Leadership, Academics, Health & Wellness, Gym, and Games Room. Support high-quality programming using established curricula, lesson plans, and activity guidelines, and build positive relationships that promote participation, inclusion, and a strong sense of belonging.



Supervision & Safety – Provide active supervision of members and use positive, developmentally appropriate behavior-management strategies. Maintain a safe and welcoming environment by consistently following all Club safety policies, procedures, and youth-protection practices.

Program & Team Support – Work collaboratively with fellow staff to evaluate programming, share feedback, and identify opportunities for improvement. Accurately track member attendance and other program information, assist in other program areas as needed, support special events and staff coverage, and perform other related duties to support Club programs and operations.

Additional Qualifications

- Strong communication and interpersonal skills and the ability to build positive relationships with youth and colleagues.
- Ability to work collaboratively as part of a team and respond professionally to challenging situations.
- CPR and First Aid certification, or willingness to obtain upon hire.
- Valid driver's license and excellent driving record preferred.
- BHPs and Ed Techs are encouraged to apply.

BGCM Values:

1. **Kindness:** You approach obstacles and challenges with Kindness; this includes being patient and positive when working with others.
2. **Integrity & Trust:** You make decisions and choices with Integrity (especially when no one is looking).
3. **Future Ready:** You work towards your own and your members' Future Ready commitments. This includes working with your supervisor and coworkers in a collaborative and constructive way while prioritizing the organization's mission in all decision-making processes.
4. **Diversity, Equity & Inclusion:** A culture of Diversity, Equity, and Inclusion, is everyone's responsibility. In a diverse, equitable, and inclusive culture, everyone in the room can feel seen, heard, and valued.
5. **Growth Mindset:** A Growth Mindset means embracing a mindset that encompasses innovation, creativity, learning, communication, collaboration, and being open to new ideas and opinions.

Physical Requirements/Work Environment:

- Ability to actively participate in youth programming and activities.
- Ability to remain standing, walking, or sitting for extended periods throughout the workday.
- Ability to lift and carry up to 20 pounds as needed.
- Ability to move throughout Club program spaces and provide active supervision of youth.

Role: School Year Program Assistant

Reports to: Club/Program Leadership

Location: Portland, South Portland, Auburn & Lewiston

Hours: Part-Time, approximately 20 hours per week;
Monday–Friday, approximately 2:30–6:30 p.m.

Pay Range: \$17–\$20 per hour, commensurate with experience

Benefits: Maine Earned Paid Leave, up to 40 hours annually based on hours worked.