



JOB POSTING

TITLE: Program Assistant
SALARY: \$15.05/HR
STATUS: Part-Time (up to 29 hrs/week) Permanent Non-Exempt

The Akwasasne Boys & Girls Club is seeking energetic and creative individuals to work in a fast paced after school program. Commuting post-secondary students are encouraged to apply.

PRIMARY FUNCTION:

The Program Assistant will work in cooperation with other team members in the implementation of activities in a specific program area, such as Education & Technology, Health & Life Skills, Sports & Recreation, Arts & Culture, and Character & Leadership. The philosophy of the Akwasasne Boys & Girls Club is to create a safe and positive environment while providing educational and culturally relevant programs geared to meet the needs of local youth, focusing on self-responsibility, maturity, and growth.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

Create an environment that facilitates the achievement of Youth Development Outcomes:

- promote and stimulate program participation;
- participate in new club member orientation process;
- provide guidance and role modeling to members.

Program Development and Implementation

- Assist with implement and administer programs, services and activities for drop-in members and visitors.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the Club at all times. Prepare periodic activity reports as requested.

SKILLS/EXPERIENCE NEEDED:

- High School diploma or GED required.
- Experience working with children.
- Ability to motivate youth and manage behavior problems.
- Knowledge and understanding of Akwasasne community, values, traditions and social norms.
- Valid Driver's License.

An Equal Employment Opportunity/Affirmative Action Employer. All Applicants must meet the minimum requirements in terms of education and experience. **CRIMINAL REFERENCE CHECK AND DRUG SCREENING MANDATORY BEFORE POSITION IS OFFERED.**

Please send or drop off a cover letter and resume no later than
Friday, August 25, 2023 no later than 4:00 pm to:
At the front office of the Main Clubhouse on Roosevelt Road
Or email it to info@myabgc.com
Akwasasne Boys & Girls Club
P.O Box 490, Akwasasne, NY 13655; 518-358-9911

