

**Program Leader (School Year)**

**Job Description**

**Position Title: Program Leader**

**Department: Programs**

**Reports to: Program Coordinator**

**Salary: Hourly wage based on experience, years of Club service & level of education**

**Status: Flexible part-time Monday through Friday 2:30-6:30 p.m.**

**BASIC FUNCTION:**  Program Leaders are responsible for the implementation and supervision of activities and programs. Supervision requires you maintain a physically and emotionally safe environment at all times. Additionally, Program Leaders are to work towards establishing positive relationships with all Club members.

**Program Responsibilities:**

Assist in the organization and implementation of activities and programs

* Implement lesson plans as assigned
* Ensure all program goals and outcomes are being met

Supervising Club members in assigned program and all activity areas

* Get directly involved with youth participants. Encourage and coordinate youth to participate in both planned and self-selected activities
* Provide motivation to participants through enthusiastic teaching, leadership and role modeling
* Model appropriate behavior and language as per Boys & Girls Club Policy
* Ensure staffing ratios are being followed

Responsible for the physical and emotional safety of members in assigned program area.

* Making sure youth follow all Club rules and Code of Conduct
* Manage discipline within the area you are assigned to by redirecting, mentoring and coaching Club members
* Ensure all Club equipment and supplies are being used carefully and respectfully and put away properly
* Notify supervisor when supplies and equipment need to be purchased or replaced
* Maintain cleanliness and a neat appearance of all program areas

**Club Responsibilities:**

* Attend all staff meetings as requested
* Assist with Family Nights as requested
* Ensure your work schedules are being followed (not over or under hours unless approved)
* Ensure proper documentation is taking place with injuries/incidents/behaviors
* Certify your supervisor(s) are aware of major injuries/incidents/behaviors

**Additional Responsibilities:**

* Participate in special programs and/or events.
* Any other duties as assigned

**SKILLS/KNOWLEDGE PREFERRED:**

* Knowledge of youth development
* Ability to motivate 2nd – 8th grade youth and manage behavior problems
* Ability to deal with the general public
* Ability to implement quality programs for youth
* Ability to organize and supervise members in a safe environment
* CPR and First Aid Certifications (will be trained in house)

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

This can be a rather fast paced and active position. It may entail being outdoors on a daily basis (weather permitting), implementing various group activities and games. Lifting, carrying, walking, standing and sitting are essential to this position. National background check required (paid for by employer). The Boys & Girls Club of Sparta is an equal opportunity employer.

**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.