



**BOYS & GIRLS CLUBS
OF SOUTHERN MARYLAND**

POSITION DESCRIPTION

TITLE: Program Assistant

PERFORMANCE

PROFILE SOURCE: Youth Development Professional

DEPARTMENT: Programs

REPORTS TO: Unit Director

EMPLOYMENT

CLASSIFICATION: Part-time, Non-exempt

PRIMARY FUNCTION:

Plans, implements, supervises and evaluates activities provided within a specific program area such as: Education & Career; Character & Leadership; Sports, Fitness, & Recreation; The Arts; and Health & Life Skills.

KEY ROLES (Essential Job Responsibilities):

1. Prepare Youth for Success

- Create an environment that facilitates the achievement of Youth Development Outcomes;
- Promote and stimulate program participation;
- Register new members and participate in their Club orientation process;
- Provide guidance and role modeling to members.

2. Program Development and Implementation

- Effectively implement and administer programs, services, and activities for members;
- Monitor and evaluate programs, services, and activities to ensure safety of members, quality in programs, and appearance of the unit at all times. Prepare periodic activity reports.

3. Supervision

- Ensure a productive work environment by participating in unit staff meetings.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. May be required to drive Club van.

