



BOYS & GIRLS CLUBS  
OF MANATEE COUNTY

## POSITION DESCRIPTION

---

**TITLE:** Program Staff

**DEPARTMENT:** Programs

**REPORTS:** Program Director, Club Director

**Exempt**  **Non Exempt**

### Primary Function:

Plans, implements, supervises and evaluates activities provided within a specific program area, such as Education, Special Education, Social Recreation, Arts & Crafts, and/or Physical Education.

### 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 drop-in members and visitors.
3. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all time. Prepare periodic activity reports.
4. Supervision: Ensure a productive work environment by participating in weekly branch staff meetings.
5. Maintains close, daily contact with Club staff (professional and volunteer), Club members and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.
6. Maintains contact with external community groups, schools, members' parents and others to assist in resolving problems.

**Supervision:** Does not supervise staff

**Key Result Area:**

Success in engaging children in activities.  
Providing children a safe environment.  
Success in supporting children's emotional and social development, encouraging understanding of others and positive self-concepts.

**Job Specifications:**

- Minimum of a 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 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 State Drivers License

**Working Conditions:**

Work is conducted in a Club setting, indoor and outside. Must maintain a high energy level. Must be comfortable performing multi-faceted projects in conjunction with day-to-day activities.

**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.

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

**Incumbent**

**Date**

Approved by: \_\_\_\_\_

**President**

**Date**