



Boys & Girls Clubs of Manatee County Job Posting: Program Specialist

SUMMARY OF POSITION:

The Program Specialist plan, implements, supervises and evaluates activities provided within a specific program area, such as Sports & Fitness, Fine Arts, and/or Social Recreation.

PRIMARY RESPONSIBILITIES AND ACTIVITIES: (not all-inclusive)

- Create an environment that facilitates the achievement of Youth Development Outcomes.
- Ensure engagement, promote and stimulate participation, and consistent attendance of youth enrolled in activities.
- Establish rapport with youth and provide mentoring, guidance, role modeling to members and overall direction for their leadership development, artistic skills, physical activity engagement and academic progress
- Effectively implement and administer programs, services and activities.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the club at all time.
- Engaging members in activities successfully and provide a safe environment for members.
- Support members emotional and social development, encouraging understanding of others and positive self-concepts successfully.
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- Plan and facilitate purposeful and engaging activities and group projects
- Submit regular lesson plans, attendance sheets and other administrative duties
- Participate in training and staff development activities.
- Ensure a productive work environment by participating in club staff meetings.
- Maintains close, daily contact with Club staff (professional and volunteer), Club members and supervisor to receive/provide information, discuss issues, explain guidelines/instructions; instruct; collaborate; and advise/counsel.
- Mandatory cleaning set up and closes down of program area on a daily basis.
- Assist Bus Drivers in providing safe and punctual transportation to and from schools and club sites.

POSITION REQUIREMENTS: (not all inclusive)

- **This position is part time. (Monday-Friday); starts at \$12.00 per hour, granted Paid Time Off after 90 Days**
- Bi-lingual is a plus.
- High School diploma
- Minimum of two years of work-related skill, knowledge, or experience is required
- Certifications and credentials in respective skill-based activity highly preferred
- CPR and First Aid Certifications preferred
- Valid State Driver's License
- Must pass pre-employment background check and drug test
- Experience in working with children and knowledge of youth development.
- Experience and ability in creating interactive and educational activities
- Strong Organization, Time Management Skills and ability to set Priorities
- Obtain strong Work Ethic, Positive Attitude, High Level of Energy and Flexibility
- Strong communication, Interpersonal skills, and Attention to Detail
- Ability to motivate youth and manage behavior problems
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise members in a safe environment
- Must be comfortable performing multi-faceted projects in conjunction with day-to-day activities.

POSITION QUALIFICATIONS:

- Required to stand, walk, and sit. Able to use hands and fingers on a (computer) keyboard and other office equipment.
- Occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.
- The noise level in the work environment is high due to work is conducted in a Club setting, indoor/outside.

HOW TO APPLY: To apply, please email hr@bgcmanatee.org with a resume. Also, indicate the position you are applying for in the subject line. Principal applicants only, no recruiters; no phone calls or walk-ins accepted. This position is part-time, based in Bradenton, Florida. The Boys & Girls Clubs of Manatee County is an Equal Opportunity Employer.