

THE SALVATION ARMY

JOB DESCRIPTION

JOB TITLE: BOYS & GIRLS CLUB PROGRAM AIDE
INCUMBENT:
REPORTS TO: PROGRAM MANAGER
LOCATION: GREENVILLE, SC
FLSA STATUS: NON-EXEMPT

JOB SUMMARY:

Under the direction of the Program Manager the Boys and Girls Club Program Aide assists in facilitating and monitoring recreational activities of the Boys & Girls Club; supervises program events; assists in maintaining the Club facilities and equipment.

ESSENTIAL FUNCTIONS: This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this position. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Supervise youth at the Club participating in programs; ensure that their behavior remains consistent with club rules and regulations.

Lead youth in recreational and educational activities.

Monitor and assist youth in homework assignments ensuring work is completed.

Assist in maintaining the cleanliness and orderliness of the Club facilities.

Report any injuries to the supervisor immediately and instructs the injured party to complete an incident report.

Assist with greeting and directing or in processing visitors to the B&G Club.

Assist with answering the telephone in providing polite and clear directives to those calling for information. Direct callers to the appropriate party when necessary.

OTHER RESPONSIBILITIES:

Assists with completing monthly statistics form in an accurate and timely manner.

Performs other related work as required.

MATERIALS AND EQUIPMENT:

General Office Equipment

Recreational Equipment

MINIMUM QUALIFICATIONS REQUIRED:

EDUCATION AND EXPERIENCE:

High school diploma or G.E.D.,

and

six months experience in working with children in both educational and physical activities

or

any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

LICENSES AND CERTIFICATIONS:

Current South Carolina driver's license

AND

Maintain an approved driver status per terms and conditions of the Drivers Qualification Manual found within the USA Southern Territory Workers Together Employee Manual

Must obtain within 30 days of employment or have current CPR/1st Aid/AED certification

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to build effective and positive relationships with people of all ages.

Ability to lead and motivate people participating in recreational activities.

MENTAL AND PHYSICAL ABILITIES:

Ability to meet attendance requirements.

Ability to read, write, and communicate the English language.

Duties are usually performed by combinations of sitting, standing, and walking on a frequent change basis.

Ability to lift, maneuver and squat a light (5 – 15 lbs.) amount of dead weight for approximately 5% of a scheduled shift.

WORKING CONDITIONS:

Work is performed in an indoor and outdoor recreational environment where there may be physical discomforts associated with changes in weather or discomforts associated with noise, dust, dirt, and the like.