



BOYS & GIRLS CLUBS
OF VOLUSIA/FLAGLER
COUNTIES

POSITION DESCRIPTION

Title: Program Specialist

Reports to: Unit Director

PRIMARY FUNCTION:

Assists in planning, implementation, supervision, and evaluation of activities provided within specific program areas such as Career & Education, Technology, Leadership & Service, Health & Wellness, The Arts, Sports & Recreation, and other interests and needs based programs.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. 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
 - Demonstrate leadership to assure conduct, safety and development of members.

Program Development and Implementation

2. Effectively implement and administer programs, services and activities for 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 times. Prepare periodic activity reports.
4. Regular attendance is required. The success of the program and safety of the youth depends upon all staff working the hours assigned.
5. Perform assigned duties to fulfill requirements of grant funded programs.
6. Ensure a productive work environment by participating in weekly Unit staff meetings.

ADDITIONAL RESPONSIBILITIES

1. May be required to participate in special programs and/or events.
2. May be required to drive Club vans.
3. Will be required to perform facility maintenance/cleaning.
4. May be required to drive Club van periodically
5. May be required to work evening/weekend/overnight hours for special events.
6. Complete any required or mandated trainings and/or professional development
7. Will be required to participate in regular staff meetings

RELATIONSHIPS:

Internal: 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.

External: Maintains contact with external community groups, schools, members' parents and others to assist in promoting Club programs or problem solving.

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED
- A minimum of one year of work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people.
- Knowledge of youth development and associated programs.
- Ability to motivate youth and manage behavior problems in a positive manner.
- Ability to deal with the general public in a positive, professional and polished manner.
- Ability to organize and supervise members in a safe environment.
- Must be able to interpret and implement Boys & Girls Clubs of Volusia/Flagler Counties programs and philosophy.
- Must have strong computer skills, especially in ALL Microsoft programs and be able to interpret and work proficiently within BGCVFC's program/member management system.
- Strong communication skills, both verbal and written.
- Ability to receive instruction and constructive feedback to develop skills in program area(s).
- Group leadership skills, including an understanding of group dynamics.
- Must be willing to operate a Club passenger vans, maintain a clean and valid Florida driver's license and be insurable.

PHYSICAL REQUIREMENTS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to stand for long periods of time; walk frequently; use hands to fingers, handle, feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; taste or smell. The employee frequently is required to sit. The employee must regularly lift and/or move up to 30lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

DISCLAIMER:

The information presented indicates the general nature of work 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.

Boys & Girls Clubs of Volusia/Flagler Counties provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Signed by: _____
Employee **Date**