JOB DESCRIPTION

Position:                    Afterschool Program Specialist
Supervisor:           Afterschool Program Site Director
Status:                   Part Time/Hourly/Non-Exempt
Work Schedule:         Varies according to Club, monthly enrollment, and school district calendar year

Job Summary

The Afterschool Program Specialist’s primary objective will be to plan and implement a variety of daily enrichment activities including, but not limited to: social-emotional well-being, character development, project based learning, S.T.R.E.A.M., fitness and recreation, and academics.

This position is responsible for:
• Working directly with an assigned group of approximately 12-20 members
• Preparing a safe, engaging, and creative learning environment
• Establishing a positive rapport with BGCO members and co-workers
• Acting as a positive adult role model, coach and mentor to members

A Program Specialist’s ability to establish authority through leadership, communication and most importantly patience, will be required to provide BGCO members with the stable and nurturing atmosphere that is necessary for success. As a school supportive employee, the Program Specialist position A.S.E.S. funded and offered in collaboration with the school district, aligning with the OUSD school calendar year for providing academic support and social enrichment to student/members afterschool within our District. Hours may vary based on job performance and the number of youth registered for BGCO program activities. Program Specialists are responsible to understand and abide by A.S.E.S. and school district requirements.

Due to COVID-19 regulations from health authorities and government agencies, BGCO’s Program Specialists must abide by BGCO policy, procedure, and expectations related to recovery and re-opening after the pandemic – including, but not limited to, standards for social/physical distancing and all public safety/health recommendations. This position is in-person with, primarily, facility based program expectations.

Work Environment

This position requires a person who is able to work in a bustling environment, with vivacious energy, many distractions and a great deal of laughter and joy. Supervision of youth members is an integral part of our work. Program Specialists must be able to plan and implement activities in-person and/or virtually using a variety of resources and tools. Safety is of the utmost importance, thus planning and preparing is paramount. The duties may frequently call for activities outside in varying weather conditions; employee may be exposed to sunny, wet, humid, or other conditions outside of their immediate control.

MINIMUM QUALIFICATIONS:
• High School Diploma or GED required.
• Ability to speak and write standard English appropriate to a public school education setting.
• Must pass LiveScan & LexisNexis criminal background check and fingerprinting, pre-employment drug screening, and TB test.
• Ability to create and implement fun and engaging developmentally appropriate activities in the areas of common core, character development, project-based learning, S.T.R.E.A.M., fitness and recreation, academics/enrichment.
• Reliable transportation to and from program sites.
• First Aid and CPR certification.
• Ability to frequently stand, walk, stoop, sit, crouch, bend, talk, hear.
• Ability to engage in physical activity with members without limitation.
• Ability to lift, carry, pull, or otherwise move objects between 10 and 20 pounds.

EDUCATION & EXPERIENCE:
• At least six months experience working with youth in a classroom, afterschool, or recreational environment
• Ability to develop and implement age appropriate activities
• Knowledge of developmental needs of school age children
• Familiarity of Boys & Girls Clubs of Oceanside mission and philosophy in order to adhere to BGCO standards of conduct
• Strong Math and English skills (K-12)
• Strong computer skills, including the ability to track data and utilize technology for communication with members (through google hangout, zoom, or other approved methods of communication)

ESSENTIAL DUTIES & RESPONSIBILITIES:
• Leads a group of students in an in-person and/or virtual instructional setting, maintaining high standards for behavior and safety.
• Serves as positive adult role model for members in the program through appropriate dress, speech, attitude, and courtesy.
• Ability to work with diverse personalities and ages.
• Ability to develop and implement age appropriate activities.
• Ability to create an engaging environment that fosters a sense of belonging for youth.
• Plans and implements a variety of daily recreational and enrichment activities that align with BGCO activity areas for small groups; including, but not limited to: social-emotional well-being, character development, project based learning, S.T.R.E.A.M., fitness and recreation, enrichment, and academics.
• Ability to lead and supervise small and large groups by recognizing potential issues and applying established BGCO procedures and problem solving methods, as needed.
• Ability to observe member behavior, assess its appropriateness and apply appropriate behavior management techniques, positive redirection, or appropriate corrective action as necessary in order to support members in making positive behavior choices.
• Identifies member needs and communicates to Site Director.
• Leads and supervises daily activities in and out of doors.
• Accurately clocks in and out daily, and completes and submits all time cards, incident reports, attendance records, rosters, receipts, and other program related records, in accordance with established BGCO policy.
• Maintain cleanliness in all program areas; assists with the routine cleaning in each room, the setup and breakdown during day and contribute to ongoing heightened efforts to keep Club clean, sanitized and orderly, in accordance with public health and safety guidelines as outlined in BGCO procedures.
• Ensures age appropriate conversation among members and staff; promote good manners and encourage common courtesies among members and staff.
• Evaluates program daily and suggests improvements, needs, hazards and reoccurring trends to Site Director and/or Program Manager for further evaluation.
• Observes each member daily and check for bruises, cuts, scrapes, rashes or other indications of injury or illness to report to Program Director for further evaluation.
• As Wellness Warriors, sets a positive example in food selection, exercise, personal habits and attitudes.
• As a mandated reporter in California, adheres to all BGCO and state mandated reporter policies.
• Maintains accurate member attendance records with roll call and continuous member counts; imperative for the health and safety of all members – administers mandatory roll calls minimally at every rotation, before and after lunch.
• Responsible for designated group until replacement Afterschool Program Specialist arrives - never leave a group unsupervised.
• Responsible for immediately reporting and documenting any and all injuries or incidents utilizing established BGCO procedures for notification to Site Director and/or Program Manager and parents.
• Demonstrates reliability and punctuality by arriving on-time for scheduled shift.

RELATIONSHIPS:
• Maintain a positive, professional, and supportive relationship with Site Director(s), BGCO administration, volunteers and fellow staff team.
• Maintain a positive, professional, and supportive relationship with members, parents, and the community at large.

Other Responsibilities:
• Program Specialist is expected to actively work, monitoring program members at all times whether in person and/or in a virtual setting.
• Program Specialist is expected to wear appropriate BGCO uniform at all times.
• Attendance and participation at all required staff team meetings, trainings, and development activities.
• Adherence to all organizational policies and procedures.
• Appropriate and pre-approved authorization from the Administrative Office of ALL forms, activities, and permission slips.
• Any additional duties related to administering BGCO programs as assigned by the Site Director or BGCO Administration

I have read, understand, and agree to carry out the above stated job responsibilities.

Employee Name:_____________________________ Date:___________________
Employee Signature:___________________________

The declarations listed above are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be a total listing of the skills and abilities required to do the job; rather, they are intended only to describe the general nature of the position. Other duties and/or responsibilities may be assigned as needs arise.

GREAT FUTURES START HERE.