JOB DESCRIPTION

Position: After School Program Enrichment Specialist
Specialty: ________________________________
Supervisor: Site Director/ Program Manager/ Director of Operations
Status: Hourly/Non-exempt
Work Schedule: Varies according to Club

Job Summary

Enrichment Program Specialists work directly with an assigned group of approximately 10-20 students, to provide an innovative, enriching, stimulating, safe, responsible, well-supervised afterschool program activity while acting as a positive adult role model, coach, and mentor. Enrichment Program Specialists must have a genuine interest in the growth, development, and provision of a safe, nurturing, and fun environment for the students they teach. An Enrichment Program Specialist’s ability to establish authority through leadership, communication, and most importantly patience, will be required in giving our students the stability and nurturing atmosphere they need to succeed.

The Enrichment Program Specialist is responsible for planning and implementing lessons in their field of expertise and craft that meet Boys & Girls Clubs of Oceanside (BGCO) requirements for elementary or middle school aged members. Enrichment Program Specialists are responsible for preparing a safe, engaging, and creative learning environment, supporting student learning with a growth mindset, establishing a positive rapport with members and co-workers, and preparing materials and supplies.

As a school supportive employee, the Enrichment Program Specialist position is an ASES funded position, based upon the school district calendar year. Enrichment Program Specialists are responsible to understand and abide by A.S.E.S. and school district requirements.

EDUCATION and/or EXPERIENCE:

- High School Diploma or GED required.
- Ability to speak and write Standard English appropriate in a public school setting
- Must pass LiveScan & LexisNexis criminal background check and fingerprinting, and pre-employment drug screening, and TB Test.
- First Aid and CPR certification.
- At least six months experience working with youth in a classroom, after school, or recreation environment.
- Strong Math and English skills (K-12).
- Excellent communication skills.
- Knowledge of innovative instructional delivery techniques.
- Demonstrated ability to lead/guide youth member participants while effectively teaching the area of expertise or craft.

GREAT FUTURES START HERE.
ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Management:

- Ability to create and implement fun and engaging developmentally appropriate activities in the area(s) of individual expertise, certification, or craft.
- With support of Site Director and Program Manager, plans and implements the on-site curriculum of daily enrichment activities that align with BGCO monthly themes for groups; continually interfacing with members, volunteers, staff, and parents.
- 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 to support members in making positive behavior choices.
- Accurately completes and submits time cards, incident reports, rosters, receipts, and other program related materials in accordance with BGCO policy.
- Identify student needs and communicate to Site Director.
- Ability to provide specialized instruction in small group settings to implement activities and support learning in the specialized enrichment content environment.
- Assists Site Director in the selection of books, equipment, and other instructional materials necessary to support the specialized enrichment activities.
- Assists Site Director in scheduling guest speakers, clinics, excursions relevant to the enrichment program and curriculum.
- Evaluates the program daily to suggest improvement, needs, member academic and behavior progress, hazards and/or trends to Site Director for further evaluation.
- Observes members daily to check for bruises, cuts, scrapes, rashes, or other indications of injury or illness to report to Site Director for further evaluation.
- As Wellness Warriors, sets a positive example in food selection, exercise, personal habits, and attitudes.
- Responsible for designated group for duration of program or until replacement 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 the Site Director and parents.
- Demonstrate reliability and punctuality by arriving on-time for scheduled shift.
- Attendance and participation at all required staff meetings, trainings, and development activities.

Learning Environment:

- Lead a group of approximately 10-20 students in an engaging instructional setting, maintaining high standards for behavior and safety.
- Ability to develop and implement age appropriate activities.
- Serve as a positive adult role model for children in the program through appropriate dress, speech, attitude, and courtesy.
- Create an engaging environment that fosters a sense of belonging for youth.
- Maintains cleanliness in all program areas; assist with the setup and breakdown during program day to contribute to ongoing maintenance in an effort to keep the school or community site clean and orderly.

GREAT FUTURES START HERE.
• Maintains student safety by adhering to BGCO policy for ensuring accurate member attendance rosters with roll call and continuous group counts – administering mandatory roll calls minimally at every rotation, before and after snack, before, during and after field trips.
• Ensures age appropriate conversation among members and staff; promote good manners and encourage common courtesies among members and staff.

OTHER RESPONSIBILITIES:
• Enrichment Program Specialists are expected to actively work, monitoring BGCO members at all times.
• Assist in keeping the site clean, including cleaning tables, mopping and vacuuming.
• Possess reliable transportation to and from Program site.
• Maintain highest degree of confidentiality in staff and member matters.
• 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 the afterschool program as assigned by the Site Director or the BGCO Administration.

WORK ENVIRONMENT:
• This position requires a person who can work in a highly interactive setting and an emotionally and physically stimulating environment.
• This position requires a person who can work with many distractions, interruptions and still accomplish their objectives and meet established deadlines. Resource and equipment management are integral components to make the position successful. Staff and member supervision is a key requirement; the Site Director must be able to implement activities, while maintaining program safety.
• Enrichment Program Specialists are expected to adhere to BGCO established dress code at all times.

OTHER SKILLS:
• Ability to frequently stand, walk, stoop, sit, crouch, bend, speak, and 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.
• Ability to work cooperatively and collaboratively with staff, public officials, private sector officials, parents, and community leaders.
• Ability to communicate effectively and demonstrate sensitivity with others.
• Excellent organizational and management skills.
• Knowledge of developmental needs of school age children.
• Ability to manage and supervise large groups.

GREAT FUTURES START HERE.
I have read 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.