



BOYS & GIRLS CLUBS
OF DURHAM AND ORANGE
COUNTIES

Program Assistant – Durham Middle/High School Classroom

Boys and Girls Clubs of Durham and Orange Counties— Durham, NC

Position Summary:

The program assistant will provide programs and services on a daily basis to middle and high school students. Through academic and life-style programs, you must abide by the mission of the Boys and Girls Clubs of Durham and Orange Counties: “To inspire and enable all young people, particularly those who need us most, to reach their full potential as productive, caring, and responsible citizens.”

Wage: Based on Experience

Hours: M - F 1:30pm - 6:30pm (this may change slightly during the summer)
Part time, Non-Exempt

Dates: Starting May 17, 2018

Location: 808 E Pettigrew St, Durham NC 27701

Knowledge: Demonstrate knowledge of principles related to youth development, ability to plan effectively, group leadership skills, including an understanding of group dynamics and discipline and understanding of the population of youth served.

Education: Employees must be 18 or older and have a High School Diploma.

Experience: Have worked with children or have volunteered working with children.

Skills Needed:

1. **Decision Making:** Staff will identify problems, see the directors, then deal with the issues that are implemented with the directors and then take a course of action.
2. **Leadership:** Be a role model for co-workers, volunteers, and especially members. Enhance and encourage the members to strive to meet their goals.
3. **Initiative to work and to achieve higher levels of responsibility to better serve the youth in all programs.**
4. **Planning, organizing, and implementing a range of programs and activities, promoting and stimulating program participation and ensure quality improvement by monitoring and evaluating program achievement.**
5. **Knowledge of safety and health:** Make sure that the members know the safety rules of the Club are understood and met



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Competitive resumes will have the following:

- A college degree (or working toward one)
- Working knowledge of youth related programs
- Knowledge of youth development
- Database management knowledge required
- Ability to maintain high level of energy
- Ability to motivate youth and manage behavior problems
- Ability to recruit, train, supervise, and motivate volunteers
- Ability to communicate with diverse groups
- Ability to plan and implement quality programs for youth
- Ability to function for more than 3 hours on feet
- Ability to organize and supervise members in a safe environment
- Mandatory CPR and First Aid Certifications (this will be arranged by the Club if you don't have them already)
- Valid State Driver's License

Please send resume and cover letter to Rlindsay@bgcdoc.org and Bhicks@bgcdoc.org