



BOYS & GIRLS CLUB OF DOOR COUNTY

Program Specialist

Position Description

Title: **Program Specialist** Reports to: Director of Programs

Times: **Part Time 25 hrs Afterschool /40hrs Summer Seasonal**

Program Hours: M-F Variable After School, Daytime, Summer, Events as needed

Support: Training & coaching as needed. Evaluation: 30 days after hiring; end of year or as needed.

Primary Functions:

- Assists and leads programming and behavioral interventions.
- Maintains program, space, vacuuming and wiping down surfaces as needed.
- Communicates with coordinators and assists where directed.
- Engages and interacts with Club members.

Member Interaction:

1. Implements and enforces all Club rules and policies.
2. Strictly observes confidentiality regarding confidentiality inside the club and in the community.
3. Promotes, recruits and engages members.
4. Models and encourages positive and constructive behavior. Follows correct procedure regarding member discipline.
5. Is aware of volunteer's restrictions on disciplining members and offering intervention solutions.
6. Ensures a safe, healthy and positive environment.
7. Actively supervises and engages members at all times.

Community Interaction:

1. Creates a positive image of the After School Program in the community.
2. Provides exceptional communication & support with all outside community individuals (volunteers, partners, speakers, businesses, etc) that provide services to students attending. Respond promptly to concerns and implement best practices.

Additional Responsibilities:

1. Develops understanding & belief in Club's Mission and vision and commitment to innovative, evidence-based services.
2. Ensures a team based work environment by communicating positively and professionally with supervisors, co-workers and volunteers.
3. May be asked to participate in special programs/events, outside of regular club hours.
4. Other duties as assigned.

Disclaimer

The job description in no way states or implies that these are the only duties to be performed by the . As necessaryProgram Specialist, the Program Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Programs. The Boys & Girls Club of Door County reserves the right to update, revise or change this job description and related duties at any time.

Signed by: _____ Date: _____

Approved by: _____ Date: _____