



BOYS & GIRLS CLUB
of Fitchburg and Leominster

POSITION DESCRIPTION

TITLE: Summer Program Instructor

PERFORMANCE PROFILE SOURCE: Youth Development Staff

DEPARTMENT: Juniors Program

HOURS: Monday- Friday 8:30a-5:30p (June 22nd- August 7th)

REPORTS TO: Juniors Director/8-12yrs old, Teen Center Director, Senior Director of Programming and Operations

Exempt Non-Exempt

PRIMARY FUNCTION:

Facilitates and evaluates activities provided within the 5 core areas, such as Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts and Sports, Fitness and Recreation, and STEAM (science, technology, engineering, arts, and math) activities

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 positive role modeling to members.

Program Development and Implementation

2. Effectively implement and administer programs, services and activities for members and visitors.
3. Facilitate and evaluate programs, services, and activities to ensure the safety of members, quality in programs and appearance of the Club at all times. Prepare periodic activity reports.

Supervision:

4. Ensure a productive work environment by participating in weekly Club staff meetings.

ADDITIONAL RESPONSIBILITIES:

1. May participate in special programs and/or events.
2. May be required to drive Club van.
3. May be required to travel.

RELATIONSHIPS:

Internal: Function as a team player by maintaining close, daily contact with Club staff (professional and volunteer), Club members, and supervisors 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 as instructed by Unit Director.

SKILLS/KNOWLEDGE REQUIRED:

- A minimum of 2 years of college experience in education, psychology, social work, youth development or related disciplines.
- Knowledge of STEAM education, college readiness, and career preparation.
- Experience in working with children.
- Knowledge of youth development.
- Ability to motivate youth and manage behavior problems.
- Ability to deal with the general public.
- Ability to plan and implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Mandatory CPR and First Aid Certifications.
- Valid State Drivers License.
- Must be able to pass a Criminal Offender Record Information check. (CORI), Sexual Offender Record Information check (SORI) and national criminal record screening.

PHYSICAL REQUIREMENTS/WORK ENVIROMENT:

- Ability to actively work with children in a fast paced environment.
- Ability to participate in athletic activities.
- High energy level, comfortable performing multifaceted projects in conjunction with day-to-day activities; superior interpersonal and negotiation skills; ability to get along with diverse personalities; tactful; mature; flexible. Good reasoning abilities and sound judgment. Good oral and written communication skills. Physical requirements include: sight, hearing, and other physical requirements required to complete essential functions of the position.
- Ability to lift twenty five pounds.

DISCLAIMER:

The information presented indicates the general nature 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.