



TITLE: Program Leader
FLSA STATUS: Part-Time (25-29 hours a week or as needed)
SALARY: \$13-15 per hour (depending on experience)
DEPARTMENT: Operations
REPORTS TO: Club Director

About us: Boys & Girls Clubs of Southeast Virginia (BGCSEVA) was founded in 1919 by the Norfolk Rotary Club. Back then, we were known as Boys Club of Norfolk. Today, we have 8 Clubs in 7 cities. Because of our geographic reach, we are now Boys & Girls Clubs of Southeast Virginia; and serve children ages 6-18. Our mission is “to enable all young people, especially those who need us the most, to reach their full potential as productive, caring, and responsible citizens.” Our 3 priority outcomes for our members are: Achieve Academic Success, Display Good Character & Citizenship and Maintain Healthy Lifestyles

Why Work for BGCSEVA: Boys & Girls Clubs fill a critical need by providing affordable after-school and summer care services to families in communities that need us the most. With our organization you’ll work in a fun and supportive environment where every day is a new opportunity to make a change in a young person’s life. All of our staff are professional, driven, passionate, team oriented, attentive and fun!

PRIMARY FUNCTION:

Keeping youth safe while assisting in the planning, implementing, evaluating and delivery of a broad range of programs and activities for youth ages 6-18.

Boys & Girls Clubs also has 5 Core Program Areas, which you will be working in:

1. Education and Career Development
2. Health and Life Skills
3. Sports, Fitness and Recreation
4. The Arts
5. Leadership and Service

KEY ROLES (Essential Job Responsibilities):

1. Create an environment that promotes and stimulates program participation.
2. Implement programs, activities and services for school age youth during our after school, summer or virtual learning programs.
3. Ensure a healthy and safe environment by following organizations safety protocols and CDC guidelines.
4. Supervise school age youth during organized program time as well as during unstructured play.
5. Contribute to planning a range of programs and activities for school age youth according to designated core program area.
6. Utilize area management techniques to gain control of program space and ensure members are fully engaged.

7. Communicate clear and simple instructions to members before each program and activity to ensure that members understand rules, expectations, and directions.
8. Provide positive feedback, encouragement, and recognition for members to highlight achievements.
9. Contribute to developing positive relationships with parents & families.
10. Follow program schedule to ensure area management

ADDITIONAL RESPONSIBILITIES:

May participate in special programs and/or events. Complete other job duties as assigned.

RELATIONSHIPS:

Internal: Maintains close, daily contact with Club staff (professional and volunteer), Club members, and supervisor 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 to assist in resolving problems.

SKILLS/KNOWLEDGE REQUIRED:

- High School diploma or GED preferred
- Experience in working with youth.
- 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. (acquire within 3 months of employment)
- Valid State I.D.
- Must be able to lift items as heavy as 25 pounds.

Equal Employer Opportunity (EEO) statement: BGCSEVA is committed to the principles and ideals of equal employment opportunity. It is, and shall continue to be, the policy and practice throughout BGCSEVA to foster equal employment opportunity and non-discrimination for applicants, employees, and volunteers without regard to race, color, sex, religion, national origin, age, marital status, disability status, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions including lactation, status as a veteran, or other protected status, if qualified to perform the essential functions of the job with or without reasonable accommodation.

Interested? Please send your resume to smcmannen@bgcseva.org with the subject "Program leader". We will continue accepting applications until the position is filled.