

# **BOYS & GIRLS CLUBS OF CENTRAL MN**

## **Position Description**

**Job Title:** Assistant Program Manager

**Department:** Program/Operations

**Reports To:** Program Manager

**FLSA Status:** Non-exempt

### **JOB DESCRIPTION SUMMARY**

Delivery and supervision of quality programs and activities provided within a designated KIDSTOP site.

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

1. Create an environment that facilitates the achievement of positive youth development:
  - Promote, stimulate and encourage program participation;
  - Assist and participate in the new member orientation process;
  - Provide guidance and role modeling to members and staff.
2. Have an awareness and the ability to lead a variety of program activities in all program areas.
3. Plan, develop, coordinate, promote and evaluate all programs and activities to ensure safety of members, quality programs and appearance of the site at all times. Prepare periodic activity reports.
4. Assists with training and orientations of staff and volunteers.
5. Accurate record keeping and data entry of program attendances, parent accounts and field trip/special events.
6. Meets with program staff on a weekly basis (or as needed), to plan programming and evaluate site programs, and prepare weekly and monthly program schedules.
7. Assumes full responsibility of the program site in the absence of the Program Manager.
8. Responsible for communicating the objectives, standards and program of the Boys & Girls Club to staff and volunteers.
9. Assist with parent interactions including: new member information, assist with relaying information, and conflict resolution (including member and parent).
10. Responsible for managing medical/behavior issues of members.
11. Ability to be flexible, adaptable and mobile when supervising either staff or members.
12. Assist with grant-related programs.

### **ADDITIONAL RESPONSIBILITIES**

1. May participate in special programs and/or events.
2. Other duties as assigned.

## REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1. Ability to motivate youth and manage behavior problems.
2. Ability to interact with parents and deal with the general public.
3. Ability to plan and implement quality programs for youth.
4. Ability to organize and supervise members in a safe environment.
5. CPR and first aid certified.

## FORMAL EDUCATION and WORK EXPERIENCE

**Education** High school diploma; some post-secondary education or equivalent experience

**Experience** A minimum of one year of job experience and/or training. Must be 18 years of age.

## FUNDAMENTAL RELATIONSHIPS

Maintains close, daily contact with staff and volunteers, Club members, and supervisor to receive/provide information, discuss issues, explain guidelines/ instructions and advise/counsel. Contribute to the maintenance of good relations with school personnel at all levels and to public in general.

## PHYSICAL REQUIREMENTS

**Visual:** Normal acuity required daily for making color distinction, depth of sight, preparing/analyzing figures, computer use, and written records 8+ hours

**Communication:** Able to express thoughts and ideas in an accurate and understandable manner through verbal and written format with internal and external contacts 6-8 hours per day

**Movement:** Ability to maneuver within work site 4-6 hours per day

**Lifting/Pulling/Pushing/Carrying:** Able to comfortably move and manipulate up to 40 lbs. of weight up to 4 hours per day

**Grasping/Holding/Use of Fingers:** Able to utilize hands and fingers to operate equipment such as computer, phone and copier up to 7-8 hours per day

## ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge that I have read the above job description and understand the requirements of the job. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be all-inclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational and departmental needs. I acknowledge and agree this job description does not establish any employment contract between the Boys & Girls Clubs of Central Minnesota and me.

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Employee Name

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Date