



JOB DESCRIPTION

Job Title: Afterschool Program Leader
Reports To: Site Leader
FLSA Status: Non-exempt (part-time)
Revised Date: 9/13/21

PRIMARY FUNCTION:

Supports afterschool programming at Boys & Girls Clubs of La Porte County Clubs and Club extensions. Plans, implements, supervises and evaluates activities and curriculum in the areas of Healthy Lifestyles, Academic Success and Character & Citizenship. Abides by and supports the Club mission to inspire and enable all young people to reach their full potential as caring, productive and responsible citizens.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

1. Creates an afterschool Club environment that facilitates the achievement of Youth Development Outcomes:

- promotes and stimulates program participation;
- participates in members' Club orientation process;
- provides guidance and role modeling to members.

Program Development and Implementation

2. Effectively implements and administers programs, services and activities for members. This may include specific local and Boys & Girls Clubs of America/Boys & Girls Clubs of La Porte County programs as directed by the Director of Operations and/or Site Leader.

3. Monitors and evaluates programs, services and activities to ensure safety of members, quality in programs and the appearance of the Club at all times.

4. Collects data and prepares reports as needed.

5. Ensures all safety and cleaning/sanitizing protocols are followed during program implementation.

Supervision

6. Ensures a productive work environment by participating in scheduled staff trainings and meetings.

ADDITIONAL RESPONSIBILITIES:

- Assists with daily cleaning/sanitizing tasks pursuant to Club, state, local and national requirements.
- Assists with daily food service as needed.
- Assumes other 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.

