



## JOB DESCRIPTION

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**Job Title:** Activities Specialist – Westville/Kingsford Heights  
**Reports To:** Director of Operations  
**FLSA Status:** Non-exempt (part-time)  
**Revised Date:** 9/13/21

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### **PRIMARY FUNCTION:**

Supports afterschool programming at Westville and Kingsford Heights Clubs, transitioning between sites as needed based on operational demands. 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. Helps create an afterschool Club environment across all sites 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. Facilitates the delivery of programs, services and activities for members. This includes specific local and BGCA/Boys & Girls Clubs of La Porte County programs and activities as directed by the Director of Operations.

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. Prepares supplies necessary for specialized programs/activities as needed.

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

#### *Supervision*

7. 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) across a number of Clubs, 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 equivalency preferred, but applicants enrolled in high school or a GED program are also encouraged to apply.
- Relevant work experience in a Boys & Girls Club or similar organization planning and supervising activities based on the developmental needs of young people preferred.
- Knowledge of youth development.
- Flexibility and willingness to work across multiple BGCLPC sites.
- Ability to work with youth and families.
- Ability to work scheduled Club hours daily.
- Ability to work effectively with Club staff, organizations, community groups and individuals.
- 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.
- Ability to obtain CPR and First Aid Certifications.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

**Physical Requirements:** Demonstrated ability to: maintain a high energy level. Be comfortable performing multifaceted projects in conjunction with day to day services. May require being active for long periods of time; must be able to function under fast paced and noisy conditions; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to push, pull, lift and or carry up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; duties are normally performed at one of the Boys & Girls Clubs of La Porte County Club Sites. The noise level in the work environment is usually moderate to loud.

**Boys & Girls Clubs of La Porte County is an equal opportunity employer and does not discriminate in the recruitment, employment, promotion or transfer of qualified personnel, or in the administration of personnel practices, on the basis of any characteristic that is protected by state or federal law.**

**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.

**I have reviewed this job description with my supervisor, and I understand the job requirements and responsibilities.**

Signed by: \_\_\_\_\_  
(Employee) (Date)

Approved by: \_\_\_\_\_  
(Chief Executive Officer) (Date)