

OFF-CAMPUS WORK STUDY POSITIONS 2006-2007

BOYS AND GIRLS CLUBS OF WHATCOM COUNTY

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Job Title: **Program Assistant**

Pay Rate: \$8.25-9.75/hour

Effective Dates: September 16, 2006 to June 15, 2007

Job Description:

- Check out and maintain games room equipment
- Lead and supervise activities in the gym, art room, health & education room, teen room and games room.
- Plan and implement Club programs, including activities in social recreation, health & life skills, art culture, physical fitness and small interactive group programming.
- Will interact with staff, parents and children in an environment that is designed to develop the child's self-esteem through the youth development strategy.

Educational Benefits:

- Student will learn invaluable leadership and mentoring skills through direct work with Club members and interaction with parents, staff and volunteers.
- Other benefits include opportunities to improve their office skills, verbal and written communication skills, knowledge about child development and social interaction, conflict management, effective guidance techniques, technology and program marketing.

Minimum Qualifications:

- Initial Requirements of Program Assistant:
 - Must present a positive and encouraging attitude to children.
 - Must have initiative and be a self-starter.
 - Communicate effectively with parents, staff and volunteers.
 - Be familiar with recreational programming.
 - Be able to supervise and lead large and small groups of children in structured activities
- Through job training, Program Assistant will learn:
 - Boys and Girls Clubs philosophy and operations.
 - Overall Club, gym and games room operations procedures
 - Provide youth with appropriate conflict management skills and intervention
- Student must complete and pass a background check to be eligible for employment.