



**WALTHAM  
BOYS & GIRLS CLUB**

**TITLE:** Out of School Time Program Assistant

**REPORTS TO:** Program Director

**STATUS:** Non-Exempt Hourly

**SCHEDULE:** School year position

Monday - Friday 2:45 pm-6:15pm; additional hours on no-school day, vacation weeks, as program needs

**SALARY:** \$15-17/hr based on experience

**PRIMARY FUNCTION:**

This position assists in developing and implementing program activities for youth in 1st-5th grade. This includes homework assistance, recreational activities, leadership development, education & career development, health & life skills, the arts, and sports & fitness. Maintaining rules and regulations to keep compliant with licensing while always keeping the children's needs the highest priority is key.

**KEY ROLES (Essential Job Responsibilities):**

*Youth Development*

- Assist with activities that prepare youth for success.
- Maintain the area environment that facilitates the achievement of youth development outcomes
- Communicate with parent/guardians to promote programming and address member concerns

*Programming*

- Assist in planning, development and implementation of services and activities such as character & leadership development, education & career development, health & life skills, the arts, and sports, fitness & recreation
- Typical activities include: gym games, board games, story time, art projects, cultural awareness activities
- Homework assistance
- Assist with food distribution- snack, dinner etc.

*Safety*

- Supervise youth participants in the program ensuring their health and safety
- Maintain equipment and supplies in working order
- Assist in keeping all areas of the club clean and safe
- Follow safety guidelines

*Leadership*

- Responsible for finding coverage/contacting supervisor when absent

- Maintain close, daily (when working) contact with Club staff, Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

#### *Organization*

- Complete necessary reports, sign out sheets and maintain records as needed for licensing
- Document incident/ accident reports when needed (IMR)

#### **OTHER DUTIES:**

- Attend monthly meetings
- Drive the Club van (Optional-see van driver requirements)
- Participate in Club events
- Perform other assignments as designated by the leadership team in order to facilitate the most effective service to members, program participants, and the community.

#### **KNOWLEDGE AND SKILLS:**

- **Must be at least 18 years of age**
- **Meet one of the following requirements:**

Have a minimum of a Bachelor's Degree or Associate's Degree; and have three months of experience working with school age children; OR

Have a high school diploma or equivalent: and have six months experience working with school age children including three months supervised experience at a school age child care program

- Willingness to have fun, be engaging and hands on working with youth
- Strong communication skills, both verbal and written
- Ability to maintain calm and organized in stressful situations
- Group leadership skills, including an understanding of group dynamics
- Offer contingent upon successful CORI, SORI and DCF background record check; as well as the Fingerprint Criminal History Record Information check