



**BOYS & GIRLS CLUB**  
OF FOND DU LAC, INC

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## POSITION DESCRIPTION

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**TITLE:** Summer Teen Program Aide

**DEPARTMENT:** Programs

**REPORTS TO:** Director of Teen Services

**HOURS:** Non-Exempt; Seasonal

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### **PRIMARY FUNCTION:**

Implement, supervise and evaluate activities and programs provided within a specific area, such as Education, Character & Leadership, Social Recreation, Arts & Crafts, Health and Life Skills, and Physical Education.

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

*Prepare Youth for Success*

1. Create and environment that facilitates the achievement of Youth Development Outcomes:

- Promote and stimulate program participation
- Register new members and participate in their club orientation process
- Provide guidance and role modeling to members

2. Enforce Boys & Girls Club policies and procedures.

*Program Development and Implementation*

3. Effectively implement and administer programs, services and activities for drop-in members and visitors.

4. Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the unit at all times. Prepare activity reports as requested.

5. Recommend the development of service area programs.

*Supervision*

6. Provide appropriate supervision to assigned program area.

### **ADDITIONAL RESPONSIBILITIES:**

1. Participate in special programs and/or events.

2. Attend field trips.

3. Drive Club van.

4. Provide first aid.

5. Assist in or handle special assignments or other duties as deemed necessary or important by supervisor.

## Summer Teen Program Aide

### RELATIONSHIPS:

**Internal:** Maintains close, daily contact with Club staff, volunteers, 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:

- Experience working with youth.
- Ability to motivate youth and manage behavior problems.
- Must be at least 19 years old. Age 20+ preferred.
- Strong communication skills.
- Ability to implement quality programs for youth.
- Ability to organize and supervise members in a safe environment.
- Good interpersonal abilities-able to interact effectively with co-workers of all levels.

### PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Must be able to function under fast paced and noisy conditions. Should be physically fit to engage in Club programs when necessary; may require being on feet for long periods of time. Physical requirements include: sight, hearing, sitting, standing, stooping, running, strenuous sports related activities, and lifting a minimum of 50lbs.

### DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**Signed by:** \_\_\_\_\_  
Employee Date

**Approved by:** \_\_\_\_\_  
Supervisor Date