



# BOYS & GIRLS CLUB OF HENDERSON COUNTY

## POSITION DESCRIPTION

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**TITLE:** Youth Program Staff

**DEPARTMENT:** Programming

**REPORTS TO:** Director of Operations

**EMPLOYMENT STATUS:**

**PART TIME:** Position operates primarily Monday – Friday mid-afternoon to early evening.

**PRIMARY FUNCTION:**

Supervise school aged youth in educational, physical, and personal actions with integrity in a manner which upholds our Boys & Girls Club Mission: “To inspire and enable young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.”

**JOB DESCRIPTION (Essential Job Responsibilities):**

- Planning mission-driven activities for varying grades of school aged youth.
- Supervise classroom organization and enforce classroom management standards.
- On occasion, supervision of field trips will be required.
- Conduct and lead programming and teaching lessons as requested.
- Create a fun, safe, and affirming environment for children.
- Ensure programs, services and activities that prepare youth for success, promoting safety of members and quality of programs at all times. Provide guidance and role modeling to members.
- Manage physical space to ensure a productive work environment, maintaining an program equipment and supplies in good order.
- May be required to drive Club van.

**RELATIONSHIPS:**

**Internal:** Must have strong desire to work with children, be a team player, and possess a professional attitude. Maintain 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:** Maintain contact with external community groups, schools, members' parents and others to assist in resolving problems.

**SKILLS/KNOWLEDGE REQUIRED:**

- High school diploma required
- Previous experience working with children
- Must be able to pass background check and drug screening upon employment offer.
- Must currently have, or be able to acquire valid NC Driver's License. CDL class license considered a plus.
- Knowledge of youth development preferred

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Must be comfortable with standing for extended periods of time. Program Staff are encouraged to participate in physical activities with youth and should be physically able to do so at varying intervals.

**APPLICATION PROCESS:**

Interested applicants should submit letter of interest, resume and contract information via email to: Director of Operations, Josh Queen at [joshq@bgchendersonco.org](mailto:joshq@bgchendersonco.org)  
Applications will be accepted until position is filled. Expected hire date: immediate need.

**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.