



**BOYS & GIRLS CLUBS
OF PORTER COUNTY**

POSITION DESCRIPTION

Position Title: Site Assistant
Department: Kidstop
Reports To: Kidstop Program Director
FLSA Status: Non-exempt

Job Summary:

The Kidstop Site Assistant is responsible for assisting with the supervision of the Kidstop program at a designated Kidstop location. Responsibilities include developing, planning, implementing and tracking a broad range of programs. Site Assistants serve as mentors and role models to members to motivate and encourage.

Major Duties and Responsibilities:

1. Assist with the creation, planning and implementation of outcome based programs.
2. Actively encourage members to participate in all activities and programs.
3. Administer and track grant based programs and ensure all paperwork is complete, accurate and timely.
4. Ensure the environment is focused on the member's safety and well-being.
5. Provide advice and guidance to members; recognize members for accomplishment or provide constructive feedback.
6. Serve as a tutor to assist members with homework or school assignments.
7. Lead members in activities focused on education, arts & crafts and physical activity.
8. Assist Site Director in proper maintenance and safety of facility and program equipment.
9. Deal with unacceptable behavior in a manner that maintains and enhances self-esteem while ensuring incidents and achievements are recorded and shared with the Site Director.
10. Communicates new ideas, successes and any necessary program changes to Site Director to ensure member's needs are being met.
11. Promote the Kidstop program with school personnel and parents and inform them of upcoming events and activities.
12. Attendance of all staff/agency meetings, as required.
13. Perform other incidental and related duties as required and assigned.

Knowledge/Skills Required:

- High school diploma or equivalent
- Some college education preferred
- Previous experience working with youth, particularly elementary school age
- Working knowledge of youth development as well as experience with Boys & Girls Clubs preferred
- Ability to motivate youth and manage behavior problems
- Capable of organizing and supervising members in a safe environment
- Ability to communicate effectively with youth, parents, staff, volunteers and general public
- Facilitate quality programs for youth
- Strong organization and time management skills with a demonstrated ability to prioritize

- Able to work with minimal supervision at a remote site location while maintaining a positive, calm demeanor
- Must possess or have the ability to obtain certification in CPR and First Aid

Physical Requirements / Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Disclaimer:

The information presented indicates the general nature and level of work expected of an employee in this classification. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signed by: _____
(Employee Name)

Date: _____
(mm/dd/yyyy)

Approved by: _____
(Supervisor Name)

Date: _____
(mm/dd/yyyy)