



NOTICE OF JOB VACANCY

Posting Number: 42-17

Date Posted: 18 September 2017

Job Title: Program Assistant II – Art

Locations: Gilliard Elementary School
2757 Dauphin Island Pkwy, Mobile, AL

Hours: **Regular Part Time with a Variable Schedule**
Academic Year – 15-20 hours/week: Monday through Friday *between* 2:30 PM and 6:30PM
Summer – up to 40 hours/week: Monday-Friday *between* 7:00 AM and 6:00 PM
This timetable varies based on scheduled Club hours and at the discretion of the Branch Director. Extra hours as needed for special events.

Salary Range Minimum (Hourly): \$8.00

This is a Fair Labor Standards Act nonexempt position.

The mission of the Boys & Girls Clubs of South Alabama is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. Boys & Girls Clubs of South Alabama is part of a national affiliation of local, autonomous organizations that work to provide safe and nurturing environments for children and teens to learn and grow. To better enrich the lives of children in the South Alabama region, we offer programs and services in five core areas: character and leadership; education and career development; health and life skills; the arts; and sports, fitness and recreation. In addition to these core areas, we also have a Teen Program exclusively for youth ages 13 to 18 years old. BGCSA has the following club sites in South Alabama: Cody Road Club, Kiwanis Club, Optimist Club, Prichard-Whitley Elementary Club, Sonny Callahan Club (Theodore), and Semmes Club (Semmes).

PRIMARY FUNCTION:

The Program Assistant II / Youth Development Professional plans, implements and evaluates activities provided within a specific program area, supporting our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship.

Specifically Focused Program Area:

Art

Club Programs Include: Photography, Digital Arts, Cultural Arts, Theater, Fine Arts – Watercolors, Charcoal, Acrylics,

- Ability to plan, publicize, organize and conduct instructional programming including art festival shows.

KEY ROLES (Essential Job Responsibilities):

A. Prepare Youth for Success

1. Create an environment that facilitates the achievement of Youth Development Outcomes:
 - Promote and stimulate program participation.
 - Provide guidance and role modeling to members.
2. Promote, facilitate and stimulate daily program participation as well as participation in designated national and special events programs. Programming should be appropriate, in correlation with our organizational values, and yield active engagement from members and staff involved.
3. Provide guidance and role modeling to members; create opportunities for teen members to mentor.
4. Help club members develop projects (e.g., help them discover and create ideas, gather materials, get started, locate mentors to work with them and support their ongoing work).

B. Program Development and Implementation

5. Monitor programs, services and activities to ensure safety of members and quality in programs.
6. Recognize club members for program participation and achievement.
7. Maintain records to track attendance and participation.
8. Participate in collaborative programs and events with staff from other Branches and community organizations, as appropriate.

C. Supervision

9. Travel between sites and to activities as needed.
10. Safeguard the confidentiality of all participants.
11. Maintains order and discipline of club members
12. Ensures a productive work environment by participating in weekly club staff meetings.
13. Work collaboratively with volunteers in areas related to program responsibilities.

D. Additional Responsibilities:

14. May oversee special programs and/or events, and/or participate in the implementation of other club activities as necessary.
15. Participate in training, Branch staff meetings and Professional Development and In-service days.
16. May be required to drive Club van periodically.
17. Temporarily fill in at other Clubs when necessary due to critical staffing requirements.
18. Assist the Branch Team in maintaining a clean and safe Club environment.

SKILLS/KNOWLEDGE REQUIRED:

1. High School diploma or GED. Some college preferred.

2. Background working with youth, in particular young people from underserved neighborhoods.
3. Relevant experience or education in an informal learning environment, such as, home schooling, Sunday school or competitive team situation.
4. Experience with computers and various software programs.
5. Effective interpersonal skills, including an ability to get along with people of diverse backgrounds and a talent for making people feel welcome.
6. A passion for learning and helping others learn.
7. Experience working in youth development or a related field.
8. Group leadership skills, including an understanding of group dynamics.
9. Demonstrated excellent organizational and project management abilities.
10. Ability to deal effectively with members including discipline problems.
11. Demonstrated ability in working with young people, parents and community leaders.
12. Valid State Driver's License

ENVIRONMENTAL CONDITIONS:

The employee is subject to both indoor and outdoor environmental conditions. Activities occur inside and outside.

PHYSICAL REQUIREMENTS (in performance of essential functions):

This position requires the activities of talking and hearing along with intermittent physical activities of stooping, bending, crouching, kneeling, standing, reaching, walking, pushing, pulling, grasping and repetitive motion.

If the Boys & Girls Clubs of South Alabama and the responsibilities of this job match your personal goals and you meet the requirements listed above, we welcome you to apply! Please go to www.bgcsouthal.org to the job announcement page. Download the Application for Employment. Complete the application and send via email to cmiller@bgcsouthal.org or mail to Human Resources Department, Post Office Box 6724, Mobile AL 36660. Completed applications may also be dropped off at the Administration Building at 1102 Government Boulevard.