



BOYS & GIRLS CLUBS
OF GREATER MILWAUKEE

JOB DESCRIPTION

Title: Core Area Program Specialist

Department: Operations

Supervisor: Core Area Program Coordinator

Origination Date: 05/13 **FLSA:** Non-Exempt

Revision Date: 11/13 **Salary Grade:** 4

Job Summary:

Assist in planning, organizing, and implementing program/activities, in relation to the core service area, for members ages 4-18.

Responsibilities:

- Assists with implementation and participates in programs, projects, and special events within the Core Program Area.
- Supervises members engaged in quality activities to achieve specific goals and outcome measurements.
- Exposing youth to programs and opportunities that prepare them to create an individualized post-secondary plan.
- Provide direct support and guidance to youth as they develop individual goals and plans.
- Provides guidance and direction to members in the areas of academic success, healthy lifestyles, and civic and community engagement.
- Encourages emotional, social, and educational growth of individual members.
- Recruits and leads members in field trips and outings for our members
- Collaborates with other youth-serving agencies.
- Develops and maintains positive climate and environment with program space.
- Provides written documentation of program implementation and evaluation.
- Tracks member participation in assigned program areas and documents results and progress of members.
- Generate monthly, quarterly, and/or annual reports as requested.
- Must participate in required trainings by the Club, County, State, and/or funders.

Education Requirements:

- High School Diploma

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- Satisfactorily completed one course for credit in early childhood education, or enrolled in that course within 6 months after assuming the position (the course in early childhood education must be broad-based, which means an overview-type course, such as a credit course in child development, child psychology or covering early childhood education curriculum such as kindergarten or nursery school curriculum).

Or, satisfactorily complete the non-credit course 10-hour School-age Assistant Child Care Worker within 6 months after assuming the position.

Experience Requirements:

- Within 6 months of hire:
 - CPR
 - First Aid
 - Suspected Child Abuse- Mandated Report Training (SCAN_MART) or equivalent
 - Shaken Baby Prevention Training, if required.

Skills:

- Demonstrated examples of working with youth.
- Small group implementation.
- Highly organized with attention to detail.
- Ability to relate effectively with diverse population.
- Good communications skills, both written and oral.

Physical Demands:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to touch, handle, or feel. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

As an employee of BGCGM, I have read and understand the requirements of my job and responsibilities as stated in this job description. Further, I understand that my job duties as well as policies and procedures may change over the course of my employment.

Core Area Program Specialist

Employee Signature

Date