

# Boys & Girls Club Program Staff – Boys & Girls Club of Central Texas

## **Work Study Job Type:**

Off Campus – Youth Mentorship

## **Reports to:**

Unit Director/Branch Director

## **Duties and Tasks:**

Overall duties and responsibilities include, but are not limited to, the following:

Promote and stimulate program participation

Register new members and participate in their club orientation

Provide guidance and role modeling to members

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

Monitor and evaluate programs, services, and activities to ensure safety of members, quality in programs, and appearance of the unit at all times

Prepare periodic activity reports

Increase visibility of club programs via posting of daily schedule, announcements of upcoming events, and the dissemination of timely information for the developments of advertising and promotion through mailings, fliers, and media releases (All media releases must be approved by the DCPO and Unit/Branch Director)

May consult with parents concerning member and branch issues

May handle accounting of funds as assigned

## **Required Skills/Experience:**

Experience in working with children

Knowledge of youth development

Able to motivate youth and manage behavior problems

## **Additional Requirements:**

Must be able to handle outdoor weather conditions (hot and cold)

Able to stand for long periods of time

Must be able to handle exposure to periods of loud/excessive noises

Able to lift at least 40lbs

**Eligibility Specific Requirements:**

Students must have applied for Financial Aid and maintain a temporary and cumulative GPA of 2.0 or higher.

Students must be continually enrolled as a half-time student (6 credit hours) or as a Skill center student carrying a minimum of 12 clock hours a week.