



Title: Program Specialist

Status: Part-Time, Non-Exempt Status

Reports To: Unit Director

BGCBN is searching for qualified candidates with the following characteristics:

- Live and exhibit character (trustworthy, respectful, responsible, compassionate, and fair)
- Dependable and accountable
- Safety focused
- Impact driven
- Get it, want it and have the ability to do it

Primary Function

Work in an after-school and/or summer program that aligns in-school and out-of-school learning, provides academic support and enrichment opportunities through high yield learning activities. Program Specialists deliver programming in Academic Success, Good Character & Citizenship and Healthy Lifestyles. Program Specialists are expected to leverage volunteers and other community resources, and engage parents to enhance programming. Program Specialists will maintain the integrity of the Boys & Girls Clubs of Bloomington-Normal mission and goals demonstrating the Club culture and values at all times.

Essential Job Responsibilities

- Implement and deliver relevant after school programming for youth, ages 6-18 that supports the Clubs priority outcome areas of Academic Success, Good Character & Citizenship and Healthy Lifestyles.
- Initiate new and creative programming activities promoting program participation.
- Recruit, encourage and engage youth participants.
- Create a safe environment that facilitates learning and is encouraging and engaging for children.
- Leading and engaging volunteers on a daily basis as well as special events.
- Responsible for daily set-up and clean-up of all materials used during the program.
- Steward relationships with volunteers, school staff and parents.
- Periodically works with Development staff to ensure effective promotion of programming.
- Facilitate parent engagement.



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- Monitor and evaluate, on an ongoing basis, programs, services and activities to ensure safety of members, quality of programs and utilization of resources.
- Provide weekly written summary reports with updates on site challenges, opportunities and best practices.
- Implement after school program assessment tools.
- Implement special event programs for parents, teachers and the broader community.
- Maintain the Club facility and enforce all site operating expectations.
- Recommend and requisition supplies/materials needed for programming and/or Club facility.
- Implement summer programming as required.

Additional Responsibilities

- Respond according to procedure for emergency and disciplinary situations.
- Maintain current first aid and CPR certification and ensure equipment/kits/materials are maintained and available.
- Participate in special programs, events and summer programming as needed.
- Participate in weekly staff meetings.
- Prepare assessments of student participants
- Assess facility needs and perform janitorial duties or manual labor (mopping, cleaning tables, trash removal, painting, playing games, moving equipment etc.)
- May be required, based upon site needs, to perform job duties at an alternate site location
- May be required to drive Club van.
- May be required to escort youth on bus.

Skills and Knowledge Required:

- High school diploma or some college coursework preferred.
- Experience in tutoring and mentoring children or youth.
- Ability to motivate and engage youth and manage behavioral challenges with peer mediation.
- Ability to effectively communicate with youth, parents, staff, volunteers, and teachers.
- Ability to adapt to changes in a highly energetic work environment.
- Mandatory CPR and First Aid Certifications for some staff members. □ Maintain valid state driver's license.
- Pass background check and drug testing.
- Physical activity may be required.



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The Program Specialist will be a part-time employee of the Boys & Girls Clubs of BloomingtonNormal and could be hired on a contract basis only for the term of a grant funded program.

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.

Address correspondence to:

1615 West Illinois Street
Bloomington, IL 61701

Or email Michael Donnelly at mdonnelly@bgcbn.org

No telephone calls, please