



## POSITION DESCRIPTION

**JOB TITLE:** ASSISTANT AREA DIRECTOR  
**PAY TYPE:**  EXEMPT  NON-EXEMPT  
**STATUS:**  FULL-TIME  PART-TIME  
**REPORTS TO:** PROGRAM DIRECTOR

### JOB SUMMARY

Assist Director with planning and implementing age appropriate and high yield learning activities and programs. Serve as a mentor and role model to members through individual attention and participation in activities and events.

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

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

- Assist Director with direct supervision of members and with planning and implementing age appropriate activities.
- Run HYL (high yield learning activities) two days per week in designated quiet area.
- Run one specialty program weekly with members within the program area.
- Run weekly tournaments and contests for members.
- Assist Director to ensure that members understand and follow the Boys and Girls Club Code of Conduct and Behavior policies.
- Assist Director in supervising part-time staff to ensure that they understand and follow the Boys and Girls Club Code of Ethics and Staff policies within the Club and with members.
- Encourage members to participate in all areas of the Club and promote special events and programs.
- Spend one-on-one time each week to mentor and provide positive life and health-based skills and knowledge. Encourage discussion about interests, school and home life to gain an understanding about challenges and goals in order to provide guidance and positive feedback.
- Serve as a positive role model to the members to inspire them to realize their full potential.
- Perform other duties as assigned.

### JOB QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- High School diploma preferred and participation in a degree in Early Childhood Education or related field preferred and at least 1-year experience in a youth organization is desirable and may be substituted for a formal degree.
- Demonstrated ability to coordinate and lead childhood activities and events.
- Some supervisory experience preferred.
- Ability to participate in program curriculum development.
- Experience with MS Office including MS Word and Outlook.
- Bilingual, Spanish preferred.
- Ability to pass background screening including: criminal background screening and drug screening.
- Consistently display strong communication and interpersonal skills in a customer friendly approach.
- Treat members and other employees of the team with respect and in a professional manner at all times.
- Demonstrated ability in cooperatively working with young people, parents, and colleagues.
- Team and goal-oriented approach required.
- Ability and willingness to mentor and help others learn and succeed.

Position Description: Assistant Area Director

- Ability to consistently remain calm, focused and professional in a large group and/or high stress situation caused by conflict or difficult members or parents.
- Ability to be flexible with base hours as assigned by the Union St. Director to ensure complete coverage of all open hours of operation.
- Ability to work beyond the normal work hours throughout the year for completion of organizational program goals.
- Ability to be flexible with summer day camp program hours.
- Ability to be involved in direct member service during the school vacation camp programs.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

- Job requires some physical activities including but not limited to; stooping, kneeling, crouching, crawling, reaching, standing, walking, running, lifting, fingering, grasping, feeling, talking and hearing.
- Job requires use of general office equipment including phones, copiers and computer equipment.
- Job requires light physical work including the ability to exert up to 20 lbs. of force occasionally, 10 lbs. regularly and sitting for some periods of time.
- Job requires visual acuity including the ability to see at or within arm’s reach.
- Job is subject to inside and outside environmental conditions; moderate noise level.

**SIGNATURE**

Please note this position 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.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_