



**BOYS & GIRLS CLUB**  
OF NEW HAVEN

## JOB DESCRIPTION

Position: Program Specialist

Position Classification: Non-exempt; hourly, no benefits

Reports To: Program Director/ Site Coordinator

### Primary Functions:

Helps plan, implement and supervise all programs and activities provided in a program area. Assists in the coordination of programs to positively impact the lives of youth Club members in the areas of Character and Leadership Development; Education; Healthy Behaviors and Life Skills; Arts and Culture; Technology; and Fitness & Recreation.

### Key Roles (Essential Job Responsibilities):

- Supervise programs, services and activities that prepare youth ages 5-18 for success, promoting safety of members and quality in programs at all times.
- Provide supervision, guidance and role modeling to youth members
- Utilize the youth development strategy in planning all programs and activities
- Ensure a healthy and safe environment, supervising members in various program areas
- Actively participate in a variety of programs and special events within the Club
- Provide daily opportunities to participate in instructional, competitive and cooperative learning activities.
- Establish positive relations with Club members and their parents or guardians.
- Display a high level of enthusiasm, energy and commitment and ensure a productive work environment

### Additional Responsibilities:

- Must participate in all special programs and/or events.
- Maintain participant data for outcome measurement and other records for use in program and organization evaluation.
- Represent the Club in a respectable and professional manner.
- Attend functions designated by the Ex. Director or the Program Director.
- Attend weekly staff meetings.
- Must be available for staff trainings.

### Skills/Knowledge Required:

- Associates Degree in Education, Human Services, Early Childhood or related youth development field; and/or commensurate experience
- Understanding of the BGCNH philosophy, vision and goals
- Minimum of two years experience in youth programming
- Knowledge of youth development



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- Ability to effectively work with a diverse population of youth ages 5 to 18
- Experience working with at-risk youth
- Ability to motivate youth and manage behavioral problems
- Ability to deal with the general public
- Ability to plan and implement quality programs for youth
- Ability to organize and supervise youth members in a safe environment
- Bilingual, a plus
- Two forms of valid identification required
- Must pass a criminal background check

**Physical Requirements/Work Environment:**

This position requires flexibility and organizational skills, written and oral communication skills; the ability to adapt to various situations, critical and creative decision making abilities and proven demonstrated track record of managing youth.

Hourly Rate: \$9-\$12 p/hour, based on education and experience

To Apply: Please forward resume and cover letter to:

Executive Director  
Boys and Girls Club of New Haven  
253 Columbus Ave., New Haven, CT 06519  
*Attn:* Program Specialist Search

Or email resume and cover letter to:  
[stephanie.barnes@bgcnewhaven.org](mailto:stephanie.barnes@bgcnewhaven.org)

**Deadline to Apply: June 17, 2010**

About the Club

The Boys & Girls Club of New Haven (BGCNH) is a member organization of the Boys & Girls Clubs of America. BGCNH has a rich history in New Haven, founded in 1871, we are one of the first youth-serving organizations in the country. The Club's mission is to inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.

The cornerstone of BGCNH's approach is engaging, relationship-based programming with a combined focus on a child's social, educational, and vocational goals.



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For more information about our programs, please visit our website,  
[www.bgcnewhaven.org](http://www.bgcnewhaven.org).