



JOB DESCRIPTION

Position: Lead Program Specialist (20-25 hours p/week)

Position Classification: Non-exempt; hourly, no benefits

Reports To: Director of Program Services & Operations/ Site Coordinator

Primary Functions:

Helps plan, implement and supervise all programs and activities provided in a program area and data tracking. 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):

- Maintain accurate records relating to application intake, daily attendance, parent information, and member files.
- Monitor sign in process and ensure that daily attendance is accurately recorded, documented and reported to administration as required.
- Maintain monthly data and membership reports, daily.
- Assists in maintaining the membership database, ensure that all required data is received
- 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.



BOYS & GIRLS CLUB
OF NEW HAVEN

- Represent the Club in a respectable and professional manner.
- Attend functions designated by the Ex. Director or the Director of Program Services & Operations.
- 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
- 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.

Compensation: Competitive and commensurate with experience

To Apply: Please forward resume and cover letter to:

Carlos Collazo- Director of Program Services & Operations

carlos.collazo@bgcnewhaven.org

AND COPY

Stephanie Barnes- Executive Director

Stephanie.barnes@bgcnewhaven.org

Attn: Site Coordinator Search



Deadline: Please respond with cover letter and resume by Friday, September 12, 2014.
No phone calls please.

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.

Our Formula For Impact

Formula for Impact is a research-based theory of change that describes how we will increase our impact – exponentially – on the young people in our community. It is a roadmap used to ensure that members have a life-changing Club experience and leave the Club knowing they will have a great future.

- **Academic and Tutoring Programs.** Our programs foster life-long learners by supporting academic success with tools for the 21st century.
- **Good Character & Citizenship Programs:** Develop a positive self-image and good character while respecting their own and others' cultural identities.
- **Healthy Lifestyle Programs:** We teach Club youth how to adopt a healthy diet, practice healthy lifestyle choices and to make a lifelong commitment to fitness.

For more information about our programs, please visit our website,
www.bgcnewhaven.org.