

## Program Specialist JOB DESCRIPTION

<b>Position Title:</b> Program Specialist	<b>Date Revised:</b> February 2, 2018
<b>FLSA Status:</b> Non-Exempt	<b>Reports To:</b> Club Director or Area Director

Schedule: Shift – approximately 3 - 4 hours per day between the hours of 2:00 p.m. to 6:00 p.m.  
5 days/week. Usually 18 -20 hours/week.

### **JOB SUMMARY:**

Assists in planning, implementation, supervision, and evaluation of activities provided within specific program areas such as Education, Special Education, Social Recreation, Arts & Crafts, Health and Life Skills and Physical Education

### **ESSENTIAL FUNCTIONS:**

- Create an environment that facilitates the achievement of Youth Development Outcomes
- Promote and stimulate program participation
- Register new members and participate in their club orientation process
- Provide guidance and role modeling to members
- Demonstrate leadership to assure conduct, safety and development of members.
- Program Development and Implementation
- Effectively implement and administer programs, services and activities for members and visitors.
- Monitor and evaluate programs, services and activities to ensure safety of members, quality in programs and appearance of the branch at all times. Prepare periodic activity reports.
- Perform assigned duties to fulfill requirements of grant funded programs.
- Ensure a productive work environment by participating in weekly Unit staff meetings.
- Other duties as assigned.

### **OTHER DUTIES:**

- May be required to participate in special programs and/or events.
- May be required to drive Club van.
- May be required to perform facility maintenance/cleaning.

### **PHYSICAL DEMAND CLASSIFICATION:**

Position may require driving. Position may require ability to climb stairs. Position requires: supervision of youth in activities including sports, games, etc; facility cleaning; moderate lifting (40 pounds); ability to stand for extended periods of time; ability to perform job duties in outdoor setting; and the ability to work in a loud, high energy, fast paced environment for extended periods of time.

This position has regular verbal and written contact with administrative personnel, middle, and senior management. The nature of these communications range from a routine exchange of information to a process of securing information and/or responding to inquiries where explanation and discussion may be required using judgment.

**ADDITIONAL INFORMATION:**

This job description in no way states or implies that these are the only duties to be performed by the employee filling this position. Employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Management has the right to add to, revise, or delete information in this job description. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of this position.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.

Signed by:

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Employee Date

Approved by:

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Unit Director Date