

## City of Mission Job Description

---

Job Title: **Program Staff**



Classification: **Non-Exempt**

Department: Boys & Girls Club

Division:

Supervisor: Boys & Girls Club Director

Effective: 03/01/2011

---

### **I. JOB SUMMARY**

Individual is responsible for receiving callers at establishment, determines nature of business, and directs callers to destination. Individual plans, implements, supervises and evaluates activities provided within a specific program area, such as Education, Special Education, Social Recreation, Arts & Crafts, and Physical Education the City has implemented. The incumbent must be able to work with children from ages five (5) thru fifteen (15). Individual has daily contact with the public. Individual has no supervisory responsibilities. Individual will be assigned other duties when necessary by supervisors/department head.

### **II. EDUCATION REQUIREMENTS**

- High school diploma or G.E.D preferred.
- Six months to one (1) year experience and/or training.
- Must be able to use the copy and fax machine and telephone.

### **III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class "C" driver's license from the Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

### **IV. SKILL AND ABILITY REQUIREMENTS**

- Ability to follow directions and procedures.
- Ability to communicate orally in the Spanish and English language.
- Speak and write clearly in the English language.
- Ability to play with children and teenagers.
- Ability to perform work tasks with minimal supervision.
- Ability to deal with parents and the public tactfully, courteously and in a business matter.
- Ability to maintain effective working relationships with office staff, supervisor, parents, and the public.
- Ability to type 45 wpm.
- Ability to follow instructions orally or in written form without close supervision.
- Ability to read and interpret documents such as safety rules and City policy procedures.



## **V. ESSENTIAL JOB FUNCTIONS**

- Answer telephone with clear, courteous, and business voice, and directs the calls to the appropriate destination to expedite response and taking messages as needed.
- Greet the public and direct to appropriate destination.
- Prepare youth for success by creating an environment that facilitates the achievement of Youth Development Outcomes such as:
  1. Promote and stimulate program participation,
  2. Register new members and participate in their club orientation process,
  3. Provide guidance and role modeling to members.
- Program Development and Implementation by:
  1. Effectively implement and administer programs, services, and activities for drop-in-members and visitors,
  2. Monitor and evaluate programs, services, and activities to ensure safety of members, quality in programs and appearance of the branch at all times,
  3. Prepare periodic activity reports.
- Supervision of activities to ensure a productive work environment by participating in weekly branch staff meetings.
- Assists in setting up programs/activities as needed.
- Assists supervisor to chaperone kids when on field trips.
- Performs any other duties assigned by supervisor.
- Perform all job functions with special attention placed on good public relations, safety, and proper office procedures in compliance with city policies.

## **VI. NON-ESSENTIAL JOB FUNCTIONS**

- None

## **VII. EQUIPMENT/MATERIALS**

General office and safety equipment/materials to include but not limited to the following:

- Telephone
- Personal Computer
- Typewriter
- Computer software
- Manual hole puncher
- Playground equipment
- Copy machine, fax machine
- Ten key calculator
- Diskettes and CD's
- Pens, pencils, highlighters, stapler, rulers, Paper Cutter
- Policy & procedure handbook
- Computer Keyboard, printer, scanner, mouse

Job Title: **Program Staff**

con't – page 3

**VIII. WORK ENVIRONMENT**

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)		X		
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Extreme Noise	X			

**IX. MANUAL DEXTERITY**

Both fine and gross hand manipulation is required to perform essential job functions. Fine hand manipulation is utilized to do arts and crafts and play with kids.

Job Title: **Program Staff**

con't – page 4

**X. PHYSICAL DEMAND ANALYSIS****MATERIAL HANDLING ACTIVITIES**

Tasks	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	<b>O</b>	Play ground equipment and toys.
	6-10 lbs	<b>O</b>	Play ground equipment and toys.
	11-20 lbs	<b>O</b>	Play ground equipment and toys.
	21-25 lbs	<b>O</b>	Play ground equipment and toys.
	26-50 lbs	<b>N</b>	
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>O</b>	Play ground equipment and toys.
	6-10 lbs	<b>O</b>	Play ground equipment and toys.
	11-20 lbs	<b>O</b>	Play ground equipment and toys.
	21-25 lbs	<b>O</b>	Play ground equipment and toys.
	26-50 lbs	<b>N</b>	
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>PUSH/PULLING</b>	Up to 5 lbs	<b>N</b>	
	6-10 lbs	<b>N</b>	
	11-20 lbs	<b>N</b>	
	21-25 lbs	<b>N</b>	
	26-50 lbs	<b>N</b>	
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	

N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%

# City of Mission Job Description

Job Title: **Program Staff**



con't – page 5

## NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
<b>CLIMBING</b>	<b>F</b>	Entrance stairs
<b>BALANCING</b>	<b>N</b>	
<b>STOOPING</b> (bending at waist)	<b>F</b>	Pick up toys and playground equipment.
<b>KNEELING</b> (one or both knees)	<b>F</b>	While playing games with kids.
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	While playing games with kids.
<b>CRAWLING</b>	<b>N</b>	
<b>REACHING</b>	<b>F</b>	To pick up toys and playground equipment up to partial full arm extension.
<b>TWISTING/TURNING</b> (rotation)	<b>F</b>	180 degrees to play basketball games with kids.
<b>HANDLING</b> (manipulated objects)	<b>F</b>	Toys and playground equipment.
<b>FINGERING</b> (finger dexterity)	<b>C</b>	Blowing whistle to get kids attention.
<b>STANDING</b>	<b>C</b>	Playing games with kids.
<b>WALKING</b>	<b>C</b>	Playing games with kids.
<b>GRASPING</b> (whole hand activities)	<b>F</b>	Toys and playground equipment.
<b>SITTING</b>	<b>O</b>	Watching movies with kids.

**N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%**

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date