



## Job Description

Job Title:	BGC Recreation Aide
Department:	Boys and Girls Club
Reports to:	Program Coordinator
FLSA Classification:	Non-Exempt
Effective Date:	03/28/2022
Job Summary:	Individual assists with activities provided within a specific program area, such as Education, Special Education, Social Recreation, Arts & Crafts, and Physical Education the City has implemented. Must be able to work with children from ages five (5) thru seventeen (17). Individual has daily contact with the public. Individual has no supervisory responsibilities. Individual will be assigned other duties when necessary by supervisors/department head.
Essential Job Functions:	<ul style="list-style-type: none"><li>• Greet the public and direct to appropriate destination.</li><li>• Prepare youth for success by creating an environment that facilitates the achievement of Youth Development Outcomes such as:<ol style="list-style-type: none"><li>1. Promote and stimulate program participation,</li><li>2. Register new members and participate in their club orientation process,</li><li>3. Provide guidance and role modeling to members.</li></ol></li><li>• Program Development and Implementation by:<ol style="list-style-type: none"><li>1. Effectively implement and administer programs, services, and activities for drop-in-members and visitors,</li><li>2. Monitor and evaluate programs, services, and activities to ensure safety of members, quality in programs and appearance of the branch at all times,</li><li>3. Prepare periodic activity reports.</li></ol></li><li>• Supervision of activities to ensure a productive work environment by participating in weekly branch staff meetings.</li><li>• Assist in setting up programs/activities as needed.</li><li>• Assist supervisor to chaperone kids when on field trips.</li><li>• Perform any other duties assigned by supervisor.</li><li>• Perform all job functions with special attention placed on good public relations, safety, and proper office procedures in compliance with city policies.</li><li>• Maintain cleanly work area before, during and after shifts</li></ul>
Conditions of Employment:	<ol style="list-style-type: none"><li>a. Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.</li><li>b. Must have a current valid class "C" driver license from the Texas Department of Public Safety with a satisfactory driving record.</li><li>c. Bilingual in English/Spanish preferred.</li></ol>
Required Education:	Pursuing High School Diploma, GED or equivalency
Education Preference:	Not Applicable



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Educational Substitute:	Not Applicable
Required Work Experience:	Experience in working with children
Experience Preference:	One (1) year of related experience
Supervisory Experience Requirement:	Not Applicable
Required Knowledge, Skills, & Abilities	<ul style="list-style-type: none"> <li>• Ability to follow directions and procedures.</li> <li>• Ability to communicate orally in the Spanish and English language.</li> <li>• Ability to speak and write clearly in the English language.</li> <li>• Ability to interact with children and teenagers.</li> <li>• Ability to perform work tasks with minimal supervision.</li> <li>• Ability to deal with parents and the public tactfully, courteously and in a professional manner.</li> <li>• Ability to maintain effective working relationships with office staff, supervisor, parents, and the public.</li> <li>• Ability to follow instructions orally or in written form without close supervision.</li> <li>• Ability to read and interpret documents such as safety rules and City policy procedures.</li> </ul>
Equipment Materials:	<p>General office and safety equipment/materials to include but not limited to the following:</p> <ul style="list-style-type: none"> <li>➤ Telephone</li> <li>➤ Personal Computer</li> <li>➤ Computer software</li> <li>➤ Manual hole puncher</li> <li>➤ Playground equipment</li> <li>➤ Copy machine</li> <li>➤ Pens, pencils, highlighters, stapler, rulers, Paper Cutter</li> <li>➤ Personnel Policy Manual</li> <li>➤ Computer Keyboard, printer, scanner, mouse</li> </ul>
Mental Demands:	While performing the duties of this class, the individual is regularly required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical reasoning; perform detailed work, multiple deadlines and concurrent tasks; work with constant interruptions; and interact with staff and the public.
Authorization:	<p>I have reviewed this description and understand the requirements and responsibilities of the position.</p> <p>_____</p> <p>Date                      Print Name                      Signature of Employee</p> <p>The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.</p>