



Position: Early Morning Enrichment Program Specialist (Part-Time)

Supervisors: Community School Director, Lead Program Specialist

Department: Core Staff

Hours: Monday-Friday, 7:30-8:45 a.m.

Salary/Rate: \$20.00 per hour

Location: Elementary School

General Function: Early Morning Enrichment Program Specialists will help children start their day with everything from breakfast to enrichment/triple play.

Expectations:

Youth Development

- Be a responsible and positive adult role model
- Engage Club members with a high level of enthusiasm and energy
- Help students stay on-task and focused on the lesson
- Promote and motivate participation in activities
- Inspire students to make good choices about their educational, personal, physical, social, and emotional needs
- Provide recognition to students through positive validations and affirmation on a regular basis

Safety & Supervision

- Set clear boundaries for Club members by enforcing Club rules and policies
- Continually monitor and supervise the safety and behavior of all students
- Maintain a clean, organized, and safe work environment

Professionalism

- Adhere to the program schedule and lesson plans
- Accurately track program attendance and outcomes
- Submit lesson plans and complete assigned tasks on time, with minimal supervision
- Attend and make a positive contribution to team meetings and staff trainings
- Report concerns relating to students, families, staff, or facilities to the Lead Program Specialist or Community School Director

COVID-19:

- Ability to present COVID-19 vaccination card before start date
- Follow all BGCL COVID-19 safety guidelines;
- Hold youth accountable to BGCL COVID-19 safety guidelines;
- Undergo daily wellness screening with health questionnaire and temperature checks, and mask wearing as required.
- Only facilitate BGCL-approved COVID-19 activities (some recreational or supply-sharing activities may be off-limits due to safety precautions)



Qualifications:

- High School Diploma or GED
- Experience in youth development, education, or recreation (i.e. coaching) preferred
- Familiarity with the diverse population that the Boys & Girls Club of Lancaster serves

Skills:

- Ability to communicate effectively with families, staff, volunteers, and Club supporters
- Ability to adjust to a fast pace of work, think on your feet, and use common sense
- Ability to manage a group of kids with distractions/interruptions
- Ability to relate to and motivate youth of various ages
- Ability to resolve conflict and manage behavior
- Ability to work independently and in a team-oriented environment

Physical Requirements/Work Environment:

- Ability to stand for long periods of time
- Ability to watch and listen to youth activities
- Ability to move easily across a variety of indoor and outdoor surfaces
- Ability to bend and lift up to 25 pounds
- Ability to present COVID-19 vaccination card before start date.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job. Other duties assigned as needed.

This position is contingent on approval of ongoing funding and grants to be renewed at the end of the funding cycle.'

Work Location:

- One location

Work Remotely

- No