



**BOYS & GIRLS CLUB
OF NEWBURGH**

POSITION DESCRIPTION

TITLE: Activity Specialist

**PERFORMANCE
PROFILE SOURCE:** Youth Development

DEPARTMENT: Programs

REPORTS TO: Program Director

STATUS: ☒ Non-Exempt

PRIMARY FUNCTION:
Group leader

Assist teacher with implementation of lessons and activities that are designed to improve academic outcomes for students and oversee activities that promote Academic Success, Healthy Lifestyles and Good Character and Citizenship.

KEY ROLES (Essential Job Responsibilities):

Prepare Youth for Success

- Provide homework help and monitor homework completion
- Monitor group activities to ensure safety of members, quality in programs and appearance of the Club at all times.
- Create an environment that facilitates academic achievement
- Promote and stimulate classroom participation;
- Provide guidance and serve as a role model to members.
- Enrich the personal talents of students by conducting activities in creative and exciting ways

Program Development and Implementation

- Utilize effective classroom and behavior management methods
- Use of best practices in delivery of services
- Comply with all applicable OCFS, SACC, BGCN, DOH and other regulations
- Ensure a productive work environment by participating in staff meetings as required

ADDITIONAL RESPONSIBILITIES:

- Prepare reports as necessary.
- Participate in year round professional development
- May participate in special programs and/or events.
- May be required to drive Club van.
- Other duties as assigned by the Executive Director to support the mission of the organization.



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RELATIONSHIPS:

Internal: Maintain positive communication with Club staff (professional and volunteer), Club members, and supervisor in order to receive/provide information, discuss issues and explain guidelines/instructions

External: Project a positive image of the Boys & Girls Club Newburgh

SKILLS/KNOWLEDGE REQUIRED:

- Must be 18 years of age and have High School diploma or GED
- Experience in working with children preferred
- Knowledge of youth development preferred
- Ability to motivate youth and manage behavior problems.
- Strong communication skills, both verbal and written.
- Ability to organize and supervise members in a safe environment.
- Valid State Drivers License preferred

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.

Signed by: _____
Incumbent **Date**

Approved by: _____
Supervisor **Date**

Reviewed by: _____
Executive Director **Date**