The Boys & Girls Club of Sparta in partnership with the Sparta Area School District is seeking applicants for the following WIN After School position for the 2020-2021 school year.

WIN Program Staff
Job Description

Position Title: WIN Program Staff
Status: *8-15 hours per week, Monday - Friday; August – June

*Hours scheduled will correlate with the site at which you work and the amount of time needed to fulfill job responsibilities

Employment Classification: Seasonal Part-Time
Salary: Hourly wage based on experience, years of service & education
Reports to: WIN Site Coordinator

JOB SUMMARY
WIN Program Staff members are responsible for interacting directly with youth enrolled in the program with the support and supervision of the site coordinator and program lead staff.

QUALIFICATIONS
- At least 15 years old and able to obtain a work permit if under the age of 16
- Ability to respect confidentiality of families and staff.
- Experience working with elementary age children preferred
- Strong organizational skills
- Strong communication skills and the ability to develop and maintain effective relationships with supervisors and students
- An understanding of working with staff and families from diverse backgrounds and experiences
- Ability to maintain a calm group setting
- Ability to address and resolve issues and implement approved change when necessary
- Must be patient, flexible, understanding, respectful, responsible, dependable, and carry a high energy and sense of creativity.
- Must be able to interact physically with children during program activities.
- National background check required and will be paid for by employer

ESSENTIAL JOB FUNCTIONS
- Build and maintain positive relationships with the students enrolled
- Follow a daily schedule of tasks, sticking to times, activities, and locations as assigned
- Plan intentional and meaningful age-appropriate lessons as assigned
- Lead students in activities that support and reinforce skills learned in the classroom
- Lead students in age-appropriate activities that build life skills
- Maintain the program’s vision
- Provide quality professional care in a warm and secure atmosphere with special consideration given to individual differences and needs
- Work closely with supervisors to ensure the programs’ quality
- Comply with the SASD procedures in reporting accidents/injuries/incidents and fielding any problems at the site
- Responsible for providing positive direction to children
- Teach, demonstrate and encourage new skills
• Ensure the learning environment is safe
• Effectively communicate with children, parents, staff, school personnel, and supervisors
• Attend staff meetings and trainings.
• Adhere to guidelines and procedures as defined in the Boys & Girls Club Employee Handbook and the SASD Policy Manual
• Understand the responsibility of self as mandated child abuse reporter.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:
This can be a rather fast paced and active position. It may entail being outdoors on a daily basis while implementing various group activities and games. Some lifting, carrying, walking, standing and sitting are essential to this position.

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.

The Boys & Girls Club of Sparta is an equal opportunity employer.