



The Boys & Girls Club of the Redwoods
Program Aide at Pacific Union

TITLE: Program Aide (entry level)

REPORTS TO: Pacific Union Unit Director

LOCATION: On-Site at 3001 Janes Rd. Arcata, California 95521

HOURS PER WEEK: 20-25 hours per week (FLSA STATUS: Non-Exempt)

SCHEDULE: The BGCR Club at Pacific Union's operating hours are primarily after school and when school is not in session. Working hours are typically Monday through Friday in the afternoon. The Club hosts extended hours during the summertime and some school break periods. Some mornings, evenings and weekends may be required.

Compensation: Starting at \$16 per hour

Required: Must pass 2 background checks and DMV records check.

How to Apply:

This position is open until filled. Applications will be reviewed on a rolling basis and interviews will be scheduled accordingly.

Applicants are asked to submit the following via email to LLopez@bgcredwoods.org

1. [Completed BGCR Application](#)
2. Resume
3. Two References

See job description and qualifications below. To learn more about our Organization and Programs please visit, www.bgcredwoods.org.

Questions?

Please contact Leandra, BGCR Operations Director via email LLopez@bgcredwoods.org or call (707)441-1030 ext 203



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General Description: Under supervision of the Unit Director, the Program Aide is responsible for planning, coordinating and implementing of BGCR activities and programs. A variety of programs are provided to including Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts, Sports, Fitness and Recreation.

Responsibilities:

- Supervise Boys & Girls Club members on-site.
- Maintain a positive attitude with children and provide constructive feedback on their efforts and progress.
- Plan and implement engaging activities using Boys & Girls Club core program areas as a guide.
- Assist children in building conflict resolution skills and learning to accept responsibility for their actions.
- Ensure positive discipline and safety procedures at all times.
- Communicate respectfully with members, parents, school personnel, and other staff.
- Help maintain a clean facility, ensuring children clean up after activities. Never leave a mess after an activity!
- Adhere to the Boys & Girls Club of the Redwoods' policies & procedures.
- Perform additional duties as assigned by the Unit Director.

Additional Responsibilities:

- May participate in special programs and/or events.
- May be required to drive Club van.

Required Skills/ Knowledge:

1. High School diploma or GED.
2. Ability to listen, to demonstrate patience, and create a positive atmosphere with children and teens.
3. Ability to organize group play activities.
4. Knowledge of child development and related issues.
5. Knowledge of conflict resolution and mediation skills.
6. Knowledge of age-appropriate games, recreation, and fine arts.
7. Ability to communicate effectively in written and oral forms.
8. Mandatory CPR and First Aid Certifications.
9. Valid State Driver's License



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Desired Skills/ Experience / Education:

- Preference for work experience with low-income, disadvantaged children.
- Demonstrated experience in planning and implementing youth programs.
- Prior experience with gardening and youth garden educational programming and/or
- Prior art and/or youth art education and programming and/or
- Prior Outdoor education experience.

Physical Requirements/Work Environment:

The position of a Youth Center Worker involves various physical activities, including standing and walking for extended periods, engaging in recreational activities, lifting and carrying equipment or supplies weighing up to 25 pounds, and occasionally participating in sports or fitness activities. The role also requires the ability to move quickly in response to various situations, bend, stoop, and reach to assist children. Good physical stamina and overall health are necessary to effectively perform these duties.

Youth Center Workers must also be able to work in environments with varying noise levels, from quiet reading areas to loud recreational spaces. The ability to remain focused and effective in both calm and noisy settings is essential.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Wage / Benefits:

This position will start at \$16 per hour for a maximum of 24 hours a week during the academic school year. Availability during after-school hours, Monday through Friday, is required. There is a 6-month probationary period.

The Boys & Girls Club of the Redwoods is an Equal Opportunity Employer and encourages applications from individuals of all backgrounds.