



BOYS & GIRLS CLUB OF WHITTIER | PICO RIVERA

POSITION TITLE:	BEHAVIOR AIDE
REPORTS TO:	Site Coordinator
STATUS:	PT/ Up to 25 hours per week / Non-Exempt
PAY RATE:	\$18.25/Hr. - \$20.00/Hr.
TIMELINE:	Email your resume to jaclynk@bgcw.org ; continuously hiring throughout the school year

POSITION SUMMARY

The BGCW Behavior Tech will help individual members manage their behavior during program time to help increase members' engagement in programming and assist in mitigating behavioral problems.

KEY RESPONSIBILITIES

Supervision

- Oversees and supervises assigned member during classroom activities, on field trips, during homework, play, physical activity, and enrichment.
- Observes and records information about children's behavior, assists site coordinator and program leader in maintaining safety.
- Works 1:1 with a member to anticipate and mitigate behavioral problems
- Will keep records of behavior and incidents.
- Respects the confidential nature of student records and school reports.
- Performs other related duties as assigned.
- Ensure that members always remain in line of sight.
- Provide effective guidance and role modeling to members and help members resolve conflicts.
- Create a physically and emotionally safe environment for all members at all times.
- Provide safe passage to and from off-site trips, walking programs, and special events.

Youth Development

- Establish meaningful relationships with Boys & Girls Club members.
- Encourage positive reinforcement.
- Help support programs at assigned site.
- Assist members with homework.
- Create a safe and fun environment for members.

Additional Responsibilities

- Contribute to ensuring that facilities, equipment, and supplies are maintained.
- Cultivate and maintain relationships with key stakeholders (e.g., parents, guardians, teachers, school admin) –which includes, but is not limited to, corresponding and meeting with the aforementioned stakeholders.
- Ensure a productive work environment by working with all staff as a team member.
- Participate in weekly staff meetings and trainings when required.

- Assist with any activity reports that are needed.
- Contribute to programs, activities and services that prepare youth for success.

Knowledge, Skills, Abilities and Other Requirements

- 48 college units completed or equivalency test
- Ability to imagine creative programming
- Bilingual – Spanish Preferred but not required
- Experience working with youth
- Willingness to attend periodical trainings through the school district during regular school hours

HIRING REQUIREMENTS

- Clearance of Live Scan Fingerprinting, Background Check, Current TB Test, CPR & First Aid Certification prior to hire
- Sexual Harassment & Mandated Reporter training (provided after hire)
- Occasional Saturdays and extra hours are required around 3-4 large annual events

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

It is the policy of Boys & Girls Clubs of Whittier to consider all applicants and employees for their ability to perform their job without regard to their disabilities as required by law. We encourage all applicants and employees to notify management if accommodations are required for you to access your work area or to successfully perform your job duties. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

EQUAL OPPORTUNITY:

It is our policy to base all employment decisions without regard or consideration for any individual's race, color, religion, sex, age, national origin, ancestry, citizenship, handicap, marital status, or medical condition unless required by legislation or business necessity. The Boys & Girls Club of Whittier believes that every employee has the right to work in surroundings that are free from all forms of unlawful discrimination. It is the responsibility of every manager and employee to ensure that discrimination does not occur in the workplace.

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.

MISSION

The mission of the Boys & Girls Club of Whittier is to inspire and enable all young people to realize their full potential as productive, responsible, and caring citizens.