



**BOYS & GIRLS CLUB  
OF WHITTIER | PICO RIVERA**

**POSITION TITLE:** PROGRAM LEADER  
**REPORTS TO:** Site Coordinator  
**STATUS:** PT/ Up to 25 hours per week / Non-Exempt  
**PAY RATE:** \$18.25/Hr. - \$19.25/Hr.  
**TIMELINE:** Email your resume to [hr@bgcw.org](mailto:hr@bgcw.org); continuously hiring throughout the school year

**POSITION SUMMARY**

The BGCW Program Leader helps oversee the successful implementation of services in the five core program areas: Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts, and Sports, Fitness & Recreation with our members.

**KEY RESPONSIBILITIES**

**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.

**Program Development & Implementation**

- Plan and implement programs and activities, which include but are not limited to:
  - Academic Enrichment
  - Healthy Lifestyles
  - Character & Citizenship
- Work with Site Coordinator and team to:
  - Create lesson plans, program calendars, and schedule of activities.
  - Plan and implement special/culminating events.

**Supervision**

- 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.

**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

### **HIRING REQUIREMENTS**

- Clearance of Live Scan Fingerprinting, Background Check, & Drug Test prior to hire
- Current TB test
- Valid Driver's License & Clean Driving Record
- CPR and First Aid certification
- 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.