



Job Description:

Title: ASES Lead

Education: High School Diploma, some college (focus on childhood education) preferred

Reports to: ASES Site Coordinator

Work Schedule: School Release – 6pm, hours as scheduled during school breaks

Pay: \$20.00 per hour

Job Summary:

This position reports directly to the ASES Site Coordinator. Responsibilities include conducting Power Hour: the homework assistance program. Duties also include assisting with homework assignments and personal education development of enrolled members. Must plan, promote, and execute extra-curricular programming, as assigned by the ASES Site Coordinator. Direct supervision of club members to ensure safety. Provide general maintenance of equipment; books, tables, chairs and general clean up of space provided. Conduct programs within the BGC Burbank program policies, procedures, and philosophies.

Responsibility Overview:

- Maintain a safe environment for all members and follow safety procedures as set forth by BGC.
- Maintain a general knowledge of BGC philosophy, activities, calendars, and special events of the club.
- Maintain a current working knowledge of procedures and policies of the club. Support and enforce all club policies and procedures.
- Maintain a professional and positive demeanor at all times.
- Work scheduled hours: Monday through Friday as assigned.
- Assist with collaboration and coordination of activities and programs with other components of the club.
- Assist with the supervision of members during free time outside.
- Conduct daily programs in a way that generates interest and increases participation of youth in all areas.
- Collaborate with teachers to further assist members in need of further attention in identified academic areas.
- Develop, implement, and promptly display weekly program activities evolving around assigned programs.
- Update assigned bulletin boards on a weekly basis.
- Assist in the discipline of members.



BOYS & GIRLS CLUB
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- Provide weekly program evaluations on all programs you conducted throughout the week.
- Assist with the cleaning of designated room and areas used.
- Immediately report hazards, concerns, and dilemmas to ASES Site Coordinator.
- Duties, tasks and responsibilities as deemed necessary by administrator or supervisor.
- May be required to work outside scheduled hours and some weekends.
- May be required to drive Club vehicle (regular passenger van)

Knowledge/Skills Required:

- Excellent organizational skills
- Ability to work both independently and collaboratively in varying environments
- Ability to multi-task in a fast-paced environment
- Learn mission, language, and goals of the organization
- Ability to organize time well
- Ability to use email, Vision, Google Docs, and other necessary programs
- CPR/First Aid Certification
- Knowledge of Youth Development
- Attend training sessions and seminars as related to working with youth

Club Values:

Community – Sense of Belonging, Fellowship and Fun

Knowledge – Willingness to Learn and Teach and Willingness to Adapt

Empathy – Acts of Kindness, Active Listening, Understanding and Compassion

Acceptance – Mindfulness, Inclusivity and Judgement Free

Transparency – Direct Communication and Honesty

Accountability – Acknowledgement and Ownership

Leadership – Lead by Example, Inspirational, Setting Boundaries and Mentor

Mission Statement:

It is our mission to inspire and enable all young people to recognize their full potential as productive, responsible and caring citizens.

Vision Statement:

Provide a world-class Club experience that assures success is within reach of every young person who walks through our doors with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.



Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to move/traverse, remain in stationary positions, talk and hear or communicate information and ideas so others will understand and address surroundings for safety concerns; handle or feel objects, tools or controls. The employee is occasionally required to ascend/descend or balance; position self to access lower/higher level items, and may be infrequently required to traverse quickly. The employee must be physically able to keep children safe in an emergency.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus. Hand-eye coordination is necessary to perform certain duties. The noise level in the work environment can range from quiet to moderate and usually loud in recreation and play settings when children are present.

All employees working directly with children at all Boys & Girls Club of Burbank and Greater East Valley locations are required to work outdoors in various types of weather conditions.

The information presented indicates the general nature and level of work expected of employees in the classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities and objectives required of employees assigned to this job.

Employee Signature_____ **Date**_____

Program Director Signature_____ **Date**_____