



Out of School Program Aide Position Guide

Reports to: Club Manager

Classification: Non-exempt (part-time), approximately 17.5 hours per week

Hourly Wage: \$17.50

Summary

The Out of School Program Aide will support the Club Manager, and Out of School staff at the clubhouse or a school-based site by ensuring the safety and well-being of all Club Members. Responsibilities include helping children with homework, supervising and leading recreational, cultural and physical activities, ensuring field trip safety, and maintain a clean, inviting and safe program space.

Responsibilities

- Share responsibility for ensuring safety during travel to and from scheduled activities as well as within the program area.
- Assist the Club Manager in reinforcing respect, collaboration, and all NBGC core values.
- Supervise children at all times, ensuring appropriate ratios & safety protocols.
- Maintain attendance and other required records.
- Set up the program area for activities; prepare necessary equipment, supplies, and materials to facilitate planned activities.
- Participate in staff meetings and trainings.
- Follow and implement lesson plans provided by the Club Manager to enhance student learning and engagement.
- Perform other duties as assigned by the Club Manager.

Education and Experience

- High School Diploma, GED, or equivalent.
- A minimum of 1 year experience working with children.
- Excellent verbal and written communication skills.
- CPR and mandated reporter certifications.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office (Word, Excel and Outlook).

Benefits

- Sick/Personal time off
- Child program discount
- 401k available after meeting criteria
- Eligible for Bonus at the end of year based on length of service.

Competencies

Organization

Interpersonal Relations

Perseverance

Problem-solving

Initiative

Detail-oriented

Creativity

Collaborative

Motivation

Position Type/Expected Hours of Work

This is a part-time position. Morning, evening and weekend work may be required on non-school days. Occasional travel may be necessary.

Working Conditions

- Outdoor work maybe required
- May require walking and going up and down stairs
- Ability to lift up to 20 pounds without assistance, occasionally up to 50 pounds with assistance.
- Physical capability to perform tasks requiring prolonged standing, sitting, running, and other necessary activities.

To Apply

Email a cover letter and resume to resumes@nbgc.org. No calls please.

Equal Employment Opportunity (EEO) Employer

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This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.