



BOYS & GIRLS CLUBS OF THE HIGH ROCKIES

Boys & Girls Clubs of the High Rockies - Platte Canyon Club (located in Deer Creek Elementary School in Bailey, CO)

Description Title: Program Aide

Reports To: Unit Director

Pay Rate: \$15.00

To apply for this job: Send your resume to Jessica at plattecanyon@bgchr.co. If you have any questions about this position, either email Jessica or call the club phone (303) 679-7546.

Primary Function

Work in after-school and summer programs for elementary students. Program aides assist program leaders with delivering programs in Academic Success, Good Character & Citizenship, Art, STEM, and Healthy Lifestyles. They will maintain the integrity of the Boys & Girls Clubs of the High Rockies' mission and goals, demonstrating the club culture and values at all times.

Essential Job Responsibilities:

- Assist with the implementation and delivering of relevant after school programming for youth, ages 5-12
- Recruit, encourage and engage youth participants.
- Create a safe environment that facilitates learning and is encouraging and engaging for children.
- Help with the daily set-up and clean-up of all materials used during the program.

Additional Responsibilities:

- Respond according to procedure for emergency and disciplinary situations.
- Participate in special programs, events and summer programming as needed.
- Participate in weekly staff meetings.
- Assess facility needs and perform janitorial duties or manual labor as needed – cleaning tables, playing games, moving equipment, etc.

Required Qualifications:

- Must be at least 16 years of age
- Ability to motivate and engage youth
- Ability to effectively communicate with youth, staff, and volunteers
- Ability to adapt to changes in a highly energetic work environment
- Pass background check
- Physical activity may be required