



Program Assistant

Need highly energetic, self-driven, motivated individual with good communication and people skills to work with youth. Must be creative and excited to work with children between ages 6 to 18 years of age.

Essential Job Functions and Key Roles:

- Help new members feel welcome, and provide guidance and good role modeling for members.
- Help implement activities.
- Provide a safe environment and provide a quality experience for Club members.
- Develop and maintain positive relationships with Club members, and handle problem behavior according to policy.
- Maintain close, daily contact with Club staff, Club members and the Program Director to exchange information, discuss issues and explain guidelines.

Qualifications and Job Skills:

- High school diploma required
- Experience working with children and knowledge of basic youth development principles is essential, including the ability to motivate youth and manage behavior problems.
- Ability to communicate effectively with children and adults.

Physical/Mental Requirements and Work Environment:

- Candidate must have the ability to stand or walk the premises for long durations of time, implementing activities and educational experiences.
- This position is subject to inside environmental working condition with elevated ambient noise levels during afternoon hours of day.

Ability to maintain a high energy level at all times, be comfortable performing multi-faceted projects in conjunction with day-to-day activities.

Pay:

Starting \$9.50 per hour
15+ hours a week

Apply at Boys & Girls Club of Southwestern Oregon, 3333 Walnut Ave, Coos Bay, OR or visit our website at www.great-futures.org or an application. Mail applications to BGC, PO Box 1082, Coos Bay, OR 97420.