



**BOYS & GIRLS CLUB**  
of Southwestern Oregon

**Title:** Program Assistant – Art Director

**Part-Time:** Afterschool; Monday-Friday: 2:00pm-6:00pm

**Pay:** \$13.00-\$15.00, BOE

**Position Summary:** The Art Director, implements and evaluates activities at the Art Center related to the five core program areas through use of different art mediums.

**Essential Job Functions and Key Roles:**

- Prepare youth for success by creating an environment to provide and stimulate program participation, help new members in their orientation process, and provide guidance and modeling behavior for members.
- Effectively plan and implement programs conducive to learning for members of various ages and skill levels.
- Provide instruction that encourages members to understand and appreciate art.
- Encourage members to express their own personalities and thoughts through the creative process.
- Ensure programs, services and activities are provided in a safe environment and provide a quality experience for Club members.
- Contribute to the cleanliness of the Art Center and monitor the appearance of the facility while performing program activities and completing cleaning tasks as assigned, ensuring members are shown how to properly use and care for materials, tools and equipment.
- Develop and maintain positive relationships with Club members, and handle problem behavior according to Club discipline policies.
- Assess and evaluate member's performance on a regular basis.
- Plan and organize art displays and community shows.
- Maintain close, daily contact with Club staff, Club members and the Youth Center Coordinator to exchange information, discuss issues, explain guidelines, and provide counsel.

**Qualifications and Job Skills:**

- High school diploma required. Art Education background encouraged with experience in teaching youth.
- Demonstrated ability to communicate effectively with children and adults.
- Completion of daily activities report.
- Knowledge of basic youth development principles, including the ability to motivate and manage behavior problems.
- Planning and organizing a variety of daily, weekly and monthly art classes.
- Ability to lead large and small groups.
- Ability to work independently and good time management necessary.
- Personal conduct must be one of high moral standards; honest, trustworthy, compassionate, encouraging, hardworking, team player, self-motivated, puts children first above personal needs.

**Physical/Mental Requirements and Work Environment:**

- Standing or walking the premises for long durations of time, implementing activities and educational experiences.
- Demonstrated ability to maintain a high energy level, be comfortable performing multi-faceted projects in conjunction with day-to-day activities, speak clearly and hear the spoken word.