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| Job Title: | Program Leader 1 |
| Department: | Boys & Girls Club |
| Reports to: | Program Supervisor |
| FLSA Classification: | Non-Exempt |
| Safety Sensitive Type: | Safety Sensitive |
| Effective Date: | 05/01/2022 |
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| Job Summary: | The individual works directly with implementation and delivery of year round programs to youth & teens. The individual will oversee other volunteer staff members as they relate to programs. Must have flexible hours to be able to work on weekends and afternoons as assigned. Other responsibilities include maintaining safety of members, public and staff, maintaining a high profile in the community, and soliciting sponsors for programs. |
| Essential Job Functions: | Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.   1. Maintain a clean facility in all core program areas to establish a program setting that insures the health and safety of members. 2. Contribute to the creation of the overall club's climate for youth development. 3. Plan & implement programs and activities consistent with the Boys & Girls Clubs of Edinburg RGV mission, core beliefs and vision statement. 4. Provide guidance services, support and acts as a mentor to at risk youth/teens. 5. Manage necessary administrative functions and assigned resources. 6. Solicit sponsors for programs and special events. 7. Administrative duties: cash reports, monthly reports, outcome measures, rosters, attendance reports, lesson plans, pre and post testing, program evaluation, etc. 8. Cooperate with other divisions to promote city and city-sponsored events. 9. Promote and publicize programs to club members, parents, and community daily. 10. Plan and Coordinate activities with supervisor and co-workers in timely manner. 11. Performs related work and reports as assigned. |
| Conditions of Employment: | 1. Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration. 2. Applicant must take and pass a pre-employment drug test administered by the City of Edinburg at the City’s expense. 3. Must have a current valid class “C” driver’s license from the Texas Department of Public Safety with a satisfactory driving record. 4. Bilingual English/Spanish Preferred. 5. Must have own transportation 6. Require obtaining of CPR/First Aid Certification. |
| Required Education: | Pursuing high school diploma, GED or equivalency |
| Education Preference: | Associates Degree |
| Educational Substitute: | Not Applicable |
| Required Work Experience: | No experience required |
| Experience Preference: | One (1) year of experience overseeing staff |
| Supervisory Experience Requirement: | Not applicable |
| Required Knowledge, Skills, & Abilities | 1. Requires a knowledge of Boys & Girls Club programs. 2. Requires working knowledge of youth programs and general maintenance. 3. Must be able to work under pressure. 4. Must be in good physical condition. 5. Must have good public relations ability. 6. Sensitive to the needs of youth/teens. |
| Equipment Materials: | General office and safety equipment/materials to include but not limited to the following:   * Computer * General Office Equipment * Program Equipment |
| Work Conditions: | Individual works indoors in well-lighted, air-conditioned buildings as well as outdoors to implement and oversee programs. The job has minimum hazards associated with lifting equipment. |
| Mental Demands: | While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical reasoning; perform detailed work, multiple deadlines and concurrent tasks; work with constant interruptions; and interact with staff and the public. |

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| **Physical Demands** | | | | | | | | | | | | | | | | |
| **Environmental Conditions:** | | | | | | | | | | | | | | | | |
| **HEALTH AND SAFETY** | | | | | **ENVIRONMENT FACTORS** | | | | | | | **PRIMARY WORK LOCATION** | | | | |
| Mechanical Hazards | | |  | | Respiratory Hazards | | | | | |  | Office Environment | | | |  |
| Chemical Hazards | | |  | | Extreme Temperatures | | | | | |  | Warehouse | | | |  |
| Physical Danger or Abuse – upset customers | | |  | | Expressing/Exchanging Spoken Word | | | | | |  | Closed Quarters/Crawl Spaces | | | |  |
| Fire Hazards | | |  | | Noise | | | | | |  | Vehicle | | | |  |
| Explosives | | |  | | Wetness/ Humidity | | | | | |  | Outdoor Environment | | | |  |
| Communicable Diseases | | |  | | Vibration | | | | | |  | Inside Environment | | | |  |
| Electrical Hazards | | |  | | Physical Hazards | | | | | |  | Shop | | | |  |
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| **Visual Acuity:** | | | | | | | | | | | | | | | | |
| Near Visual | | |  | | Clarity of vision at approximately 20in or less (i.e., working with small objects or reading small print), including use of computers. | | | | | | | | | | | |
| Far Visual | | |  | | Clarity of vision at 20ft or more. This is not just the ability to see a person or object, but the ability to recognize features as well. | | | | | | | | | | | |
| Peripheral Vision | | |  | | Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point. | | | | | | | | | | | |
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| **Physical Activities:** | | | | | | | | | | | | | | | | |
| **TASK** | | | | **FREQUENCY** | | | | **PERFORMANCE** | | | | | | | | |
| N = Never  (never occurs) | R – Rarely  (less than 1 hour a week) | | | | | | O = Occasionally  (up to 1/3 of the time) | | | F = Frequently  (from 1/3 to 2/3 of the time) | | | | C = Continuously  (2/3 or more of the time) | | |
| Climbing | | | O | | | | | Ascending of descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. | | | | | | | | |
| Stooping (bending at waist) | | | O | | | | | Bending body downward and forward by bending spine at waist. | | | | | | | | |
| Kneeling (one or both knees) | | | O | | | | | Bending legs at knee to come to a rest on knee or knees. | | | | | | | | |
| Lifting/Carrying | | | O | | | | | Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. | | | | | | | | |
| Keyboarding | | | C | | | | | Entering text or data into a computer or other machine by means of a traditional keyboard. Traditional keyboard refers to a panel of keys used as the primary input device on a computer, typographic machine or 10-key numeric keypad. | | | | | | | | |
| Reaching (at or below shoulder level) | | | F | | | | | Extending hand(s) and arm(s) in any direction. | | | | | | | | |
| Reaching Overhead | | | O | | | | | Extending hand(s) and arm(s) higher that the head and one of these conditions exist: (1) A person bends the elbows, and the angle at the shoulders is about 90 degrees or more, or (2) A person keeps the elbow extended, and the angle at the shoulder is about 120 degrees or more. | | | | | | | | |
| Twisting/Turning (rotation) | | | O | | | | | Rotating one part of the body in a direction away from or opposite to another part. Includes lateral rotation of the trunk and spine. | | | | | | | | |
| Handling (manipulated objects) | | | F | | | | | Seizing, holding, grasping, turning or otherwise working with hands. | | | | | | | | |
| Standing | | | F | | | | | Remaining upright on the feet, particularly for sustained period of time. | | | | | | | | |
| Walking | | | F | | | | | Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. | | | | | | | | |
| Sitting | | | F | | | | | Remaining in a seated position for extended periods of time without being able to leave the work area. | | | | | | | | |
| Grasping (whole hand activities) | | | F | | | | | Applying pressure to an object with the fingers and palm. | | | | | | | | |
| Pushing/Pulling | | | O | | | | | Using upper extremities to press against something with steady force, in order to thrust forward, downward or outward. Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion. | | | | | | | | |
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| **Physical Requirements:** | | | | | | | | | | | | | | | | |
| **TASK** | | **WEIGHTS** | | | | **CHECK IF APPLICABLE** | | | **PERFORMANCE** | | | | | | | |
| Sedentary Work | | Up to 10 lbs. | | | |  | | | Exerting up to 10lbs of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. | | | | | | | |
| Light Work: | | Up to 20 lbs. | | | |  | | | Exerting up to 20lbs of force occasionally, and/or up to 10lbs of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. | | | | | | | |
| Medium Work: | | Up to 50 lbs. | | | |  | | | Exerting up to 50lbs of force occasionally, and/or up to 20lbs of force frequently, and/or up to 10lbs of force constantly to move objects. | | | | | | | |
| Heavy Work: | | Up to 100 lbs. | | | |  | | | Exerting up to 100lbs of force occasionally, between 2 persons, and/or in excess of 50lbs of force frequently, and/or up to 20lbs of force constantly to move objects. | | | | | | | |

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| Authorization: | I have reviewed this description and understand the requirements and responsibilities of the position.  \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date Print Name Signature of Employee  The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change. | | |