



## POSITION DESCRIPTION

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**TITLE:** Part-Time-General Instructor

**DEPARTMENT:** Program

**SALARY RANGE:** \$9-\$12 PER HOUR

**REPORTS TO:** Youth Development Supervisor

Exempt

Non-Exempt

**PRIMARY FUNCTION:**

Under the direct supervision of the Youth Development Supervisor, shall assist in all clerical, instructional and program tasks.

**KEY ROLES (Essential Job Responsibilities):**

1. Supervise children in a variety of program areas and activities such as art, sports, fitness, game room, tech lab, education, life skills and character and leadership development as assigned.
2. Plans, prepares, and develops various teaching aids.
3. Assists students, individually or in groups, with lesson assignments to present or reinforce learning concepts.
4. Presenting subject matter to students, utilizing variety of methods and techniques such as lecture, discussion, and supervised role playing.
5. Administering pre and post course tests.
6. Drive children to/from branch locations.
7. Assist with and attend field trips.
8. Assist children with school homework.
9. Confers with parents on progress of students.

10. Other tasks as assigned.

**RELATIONSHIPS:**

**Internal:** Maintain close, daily contact with club staff and supervisor to receive/provide information and discuss issues.

**SKILLS/KNOWLEDGE REQUIRED:**

- ❖ High school graduate or G.E.D. equivalent, plus meaningful work experience closely related to the tasks of the job.
- ❖ Ability to supervise children in a variety of program areas and activities
- ❖ Ability to plan and coordinate multiple and varied tasks.
- ❖ Excellent verbal and written skills.
- ❖ Excellent team building and team leadership skills.
- ❖ Energetic and motivated.
- ❖ Excellent organizational skills.
- ❖ Strong customer service attitude
- ❖ At least 21 years of age preferred.
- ❖ Prior experience working with children in a learning environment preferred.

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**Signed by:** \_\_\_\_\_  
**Incumbent** **Date**

**Approved by:** \_\_\_\_\_  
**SVP, Operations** **Date**

Send resumes to: [resumes@bgcs.org](mailto:resumes@bgcs.org)