

## **OFF-CAMPUS WORK STUDY POSITIONS 2006-2007**

### **BOYS AND GIRLS CLUBS OF WHATCOM COUNTY**

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**Job Title: Educational Programs Assistant**

**Pay Rate: \$8.25/hour**

**Effective Dates: September 16, 2006 to June 15, 2007**

**Job Description:**

- Under the supervision of the Educational Programs Director, the Educational Programs Coordinator will supervise and lead programs in the Boys and Girls Club Learning Center.
- They will plan and implement educational Club programs, including Project Learn, Power Hour and SMART Moves, with a strong emphasis on literacy programs and activities.
- Help re-design the Club's Reader's Corner and help enhance our literacy incentive program.
- Interaction with staff, parents and children in an environment that is designed to develop the child's self-esteem and educational skills.

**Educational Benefits:**

- Student will learn invaluable leadership and mentoring skills through direct work with Club members and interaction with parents, staff and volunteers.
- Other benefits include opportunities to improve their office skills, verbal and written communication skills, knowledge about child development and social interaction, conflict management, effective guidance techniques, technology and program marketing.

**Minimum Qualifications:**

- Initial Requirements of Program Assistant:
  - Must present a positive and encouraging attitude to children.
  - Must have initiative and be a self-starter.
  - Communicate effectively with parents, staff and volunteers.
  - Be familiar with recreational programming.

- Be able to supervise and lead large and small groups of children in structured activities
- Through job training, Program Assistant will learn:
  - Boys and Girls Clubs philosophy and operations.
  - Overall Club, gym and games room operations procedures
  - Provide youth with appropriate conflict management skills and intervention
- Student must complete and pass a background check to be eligible for employment.